

# Applying for Secondary School 2021-2022

## A Guide for Parents

General information about secondary schools, including details of all school admission and transfer arrangements

For the School Year  
1<sup>st</sup> September 2021 to 31<sup>st</sup> August 2022



Apply online at [www.nelincs.gov.uk](http://www.nelincs.gov.uk) and use the 'Apply for It' link

For information regarding the  
school admissions process  
please contact:

**School Admissions Team  
Access and Inclusion Service  
Civic Offices,  
Knoll Street,  
Cleethorpes,  
North East Lincolnshire,  
DN35 8LN**

**Tel: 01472 326291 (Option 4)**

**Email address:  
[schooladmissions@nelincs.gov.uk](mailto:schooladmissions@nelincs.gov.uk)**

Contents	Page
<a href="#">Introductory letter &amp; Applying Online</a>	4
<a href="#">Types of Schools</a>	5
<a href="#">Part One - Secondary Admissions</a>	6
Transfer from Primary to Secondary Schools	
Transferring from one stage of education to another	
Pupils not living in North East Lincolnshire	
Pupils not at school in North East Lincolnshire	
How places are allocated	
Timetable for school admissions (2021 - 2022)	7
Late applications	
Co-ordinated admission arrangements	8
Co-ordinated scheme for Secondary Schools	
North East Lincolnshire Local Authority Admission Policy 2021-2022	9
Waiting lists	
Education establishments that operate 'atypical points of admission'	
<a href="#">Part Two – In Year Admissions</a>	9
In year admission arrangements	
<a href="#">Part Three – School Admission Appeals</a>	10
<a href="#">Part Four – General Information</a>	11
Questions and answers	
Statutory school leaving age	12
School meals	
Ofsted and Preference tables	
School term dates	
School governors	13
Further information	
Disclaimer	
<a href="#">Appendix 1 Common Application Form</a>	14
<a href="#">Appendix 2a Outcome of applications for 2020-21 Academic Year</a>	16
<a href="#">Appendix 2b School Admission Appeals Timetable</a>	
<a href="#">Appendix 3 North East Lincolnshire Council's Secondary Schools</a>	17
<a href="#">Appendix 4 North East Lincolnshire Education Transport Policy</a>	19
<a href="#">Appendix 5 Admission Policies for Secondary Schools in North East Lincolnshire</a>	
<a href="#">Beacon Academy</a>	22
<a href="#">Cleethorpes Academy</a>	24
<a href="#">Havelock Academy</a>	25
<a href="#">Healing School - A Science Academy</a>	29
<a href="#">Humberston Academy</a>	30
<a href="#">John Whitgift Academy</a>	31
<a href="#">Oasis Academy Immingham</a>	33
<a href="#">Oasis Academy Wintringham</a>	37
<a href="#">Ormiston Maritime Academy</a>	39
<a href="#">Tollbar Academy</a>	41
<a href="#">Appendix 6 Admission Policies for 6<sup>th</sup> Forms</a>	44
<a href="#">Appendix 7 How to access Ofsted and Performance tables information</a>	47
<a href="#">Appendix 8 School Term Dates 2021-2022</a>	47
<a href="#">Appendix 9 Useful contacts and websites</a>	48
<a href="#">Appendix 10 Details of neighbouring local authorities and Diocesan Centres</a>	49

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## Introductory letter



Dear Parent/Carer

Starting secondary school is an important and exciting step in the life of any child. Schools are very important parts of their communities and as such Head teachers, principals, staff, and governors will want to work with parents/carers to make sure that every child achieves their full potential. This partnership with you is very important if your child is going to be successful at school. With your help, encouragement and support, schools in North East Lincolnshire will be even more successful.

We have written this booklet to help you. We hope that it will provide a clear explanation of the procedures to be followed. It shows how you as parents or carers can be involved, to ensure that your child has a successful transfer to a secondary school in the academic year 2021 - 2022.

In order to make applying for a school place as simple as possible we have an online facility, which can be accessed on our website at <http://www.nelincs.gov.uk> using the 'Apply for It' link

If you would welcome any further impartial advice or information, please contact the School Admissions Team on telephone number (01472) 326291 (Option 4) or via email at [schooladmissions@nelincs.gov.uk](mailto:schooladmissions@nelincs.gov.uk)

## Applying On-line

Transfer of pupils from primary to secondary schools - Apply for a school place online at: [www.nelincs.gov.uk](http://www.nelincs.gov.uk) using the 'Apply for It' link.

### **There are benefits of applying online:**

- ✓ It is quick, safe, and secure
- ✓ There are clear, simple prompts guiding you through the process
- ✓ You can check or change your application at any time up to the closing date
- ✓ It is available 24 hours a day 7 days a week
- ✓ You will receive an email advising that your request has been received
- ✓ You will be advised of the school/academy you have been allocated by email which may be quicker than by post

**Please note:** The Online Portal is not available for 'in year' admissions. Please contact The School Admissions Team on (01472) 326291 Option 4 for further information.

Apply online at [www.nelincs.gov.uk](http://www.nelincs.gov.uk) and use the 'Apply for It' link

## **Types of Secondary Schools in North East Lincolnshire**

### **Secondary Education**

Secondary education covers the age range 11 to 16 years and includes the following type of school:

- Secondary Schools - which take 11 to 16 year olds (Year 7 to Year 11)  
(Some secondary schools have a 6th form provision and take 16 to 18-year olds)

There are six types of mainstream schools in England and Wales. All six types have a lot in common: they are self-managing and do not charge fees. They work in partnership with other schools and local authorities and all, except academies, receive funding from the local authority.

**Note:- In North East Lincolnshire all our secondary schools are academies.**

Each type of school also has its own characteristics:

#### **1. Community schools**

The local authority employs the school's staff on behalf of the governing body, owns the school's land and buildings and is the admissions authority. The local authority has primary responsibility for deciding the arrangements for admitting pupils to the schools.

#### **2. Voluntary controlled schools**

The school's land and / or buildings will normally be owned by a charitable foundation. The local authority employs the staff on behalf of the governing body and has primary responsibility for deciding the arrangements for admitting pupils to the schools.

#### **3. Voluntary aided schools**

The school's land and / or buildings will normally be owned by a charitable foundation. The governing body will contribute towards the capital costs of running the school. The governing body is the employer and has primary responsibility for deciding the arrangements for admitting pupils to the school.

#### **4. Trust schools**

Trust schools are state funded foundation schools supported by a charitable trust. They are made up of the school and partners working together for the benefit of the school. Trust schools can manage their own assets, employ their own staff, and set their own admission arrangements.

#### **5. Foundation schools**

The school's land and buildings are either owned by the governing body, or by a charitable foundation. The governing body is the employer and has primary responsibility for deciding arrangements for admitting pupils.

#### **6. Academies**

Academies are all-ability schools established by sponsors from business, faith or voluntary groups working in partnership with central government and local education partners. The Department for Education (DfE)/Education and Skills Funding Agency (ESFA) meet the capital and running costs for academies in full. Academies are responsible for employing their own staff and set their own admission arrangements

#### **Schools maintained by other local authorities**

If you live in North East Lincolnshire and would like your child to go to a school outside of North East Lincolnshire, you should still apply via this local authority by completing a North East Lincolnshire Common Application Form (CAF).

As we have no formal arrangements in place, you should consider any potential transport implications ([See Appendix 4](#)). You should also read any policies the local authority which maintains the school in question may have.

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## **Independent (non-maintained) schools**

We do not have any arrangements in place for pupils to go to independent schools either in our own area or outside.

## **Special schools**

We do not detail information about special schools or special educational provision in this booklet. For children with an education health and care Plan (EHCP) you can obtain specific information from the Special Educational Needs and Review Team (SENART), Civic Offices, Knoll Street, Cleethorpes, North East Lincolnshire. DN35 8LN. Telephone (01472) 326291 (Option 3), email: [SEN@nelincs.gov.uk](mailto:SEN@nelincs.gov.uk) ([Part Four – General Information](#)).

# **SECONDARY ADMISSIONS**

## **Part One – Transfer from Primary to Secondary Schools**

### **A Transferring from one stage of education to another**

If your child is going to a school in North East Lincolnshire, when they are approaching the age to transfer to secondary school (Year 6) we will send you a letter explaining the local admission arrangements.

You will be able to [Apply Online via the North East Lincolnshire Citizen Portal](#) or by completing a Common Application Form (CAF). Further information on how to apply will be detailed in the letter you receive or can be found on our website at [www.nelincs.gov.uk](http://www.nelincs.gov.uk)

### **B Pupils not living in North East Lincolnshire**

If you live outside North East Lincolnshire and you would like your child to go to a secondary school in our area, you should apply to your own local authority for a place in our schools.

### **C Pupils not at schools in North East Lincolnshire**

If you live-in North-East Lincolnshire but your child attends a primary school outside of North East Lincolnshire, you need to apply to North East Lincolnshire even if you are applying for a school within another local authority. We will write to you with details of how to apply.

### **D How places are allocated**

All parents/carers express their preferences, ranked in order, on their Online Application/Common Application Form (CAF) for any North East Lincolnshire school or any school that is in a neighbouring authority.

- If you have named an academy within North East Lincolnshire the preference information will be sent to them for consideration.
- If you have named a school that is in a neighbouring authority the preference information will be sent to them for consideration.
- Applications will be considered against the admissions policy for your preferred school.
- Academies within North East Lincolnshire and our neighbouring authorities will notify us of the children to whom they can offer places.
- When we receive your submitted application, we will process all preferences that you make. We will consider your child for a place at every school for which you have applied.

Apply online at [www.nelincs.gov.uk](http://www.nelincs.gov.uk) and use the 'Apply for It' link

For any schools you name where there are more applications than places available, we use the oversubscription criteria for the school to allocate places. Oversubscription criteria for secondary schools in North East Lincolnshire can be found in each school's admission policy ([Appendix 5](#)).

- Decisions on who will be offered places are made without considering your order of preference; each preference is treated as an 'equal preference'.
- If you can be allocated a place at all the schools for which you have applied, we will offer you a place at the school you ranked highest in your preference order. We will then remove your child from the list of those allocated places at the schools which rank lower in your order of preference and so release those places for other children.
- Following the timetable, set out at Part E below, we will notify all parents/carers with an offer of one place at one school. If that place is at an academy or a school in a neighbouring authority, that offer will be made on behalf of the relevant admissions authority.

Where there are more applications than available places, we will apply the relevant admissions oversubscription criteria. Please see ([Appendix 5](#)) which details the admissions policy for each secondary school in North East Lincolnshire. Details of our neighbouring local authorities' schools' admission policies can be obtained by contacting the relevant authority ([Appendix 10](#)).

**It is essential that you make your Online Application or complete and return a Common Application Form (CAF) by the closing date. Failure to do so may mean that your child will not be considered for a place at your preferred school and the local authority will have to allocate a place at the next nearest school with places. Please note that this may not be your catchment school. Only one form should be completed for the child and all those with parental responsibility must be consulted and agree with the requested schools.**

## **E Timetable for school admissions (2021 - 2022)**

Date by which primary schools will send out transfer letters to parents/carers of Year 6 pupils	<b>7 September 2020</b>
Date by which applications must be submitted online / Common Application Forms must be returned to the local authority	<b>31 October 2020</b>
Date by which allocation notifications sent to parents/carers	<b>1 March 2021</b>
Last date by which offers to be accepted by parents/carers. If you do not respond it will be assumed, you have accepted the place.	<b>15 March 2021</b>
School Admission Appeals are heard	<b>April and May 2021</b>
Start of new school year	<b>1 September 2021</b>

## **F Late applications**

Applications must be submitted by the 31<sup>st</sup> October 2020. Where a parent/carer submits a late application, and the lateness has been unavoidable in the opinion of the admissions authority (e.g. move into the area), we will be willing to consider such applications up to 31<sup>st</sup> December 2020.

Applications received after the 31<sup>st</sup> December 2020, or without a good reason for not meeting the deadline, will be dealt with in accordance with the following procedure:

Those who have submitted an Online Application/Common Application Form (CAF) by the closing date will be allocated places first. If places are still available at the preferred school late

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applications will be offered a place. However, if all places have been taken the application will be refused and the parent/carer offered the right to appeal.

## 2 Co-ordinated admission arrangements

Every local authority has a Secondary Co-ordinated Admissions Scheme covering every maintained school (but not special schools) in its area. Local authorities must exchange certain information on applications with their neighbours.

For children transferring to secondary school in September 2021 parents/carers will be invited to express up to three preferences which may be for schools within or beyond their home local authority's area and this process will be known as Co-ordinated Admission Arrangements. The application should be submitted [Online via the North East Lincolnshire Citizen Portal](#) or on a Common Application Form (CAF). We (North East Lincolnshire Local Authority) will fully co-ordinate with our own schools. We will also fully co-ordinate with North Lincolnshire, Lincolnshire, and their schools. We will also forward relevant preferences to any other local authority, but we will not co-ordinate fully the rest of the process.

### Co-ordinated scheme for Secondary Schools

The co-ordinated scheme for North East Lincolnshire Secondary schools will follow the process outlined below:

1. You must complete an Application [Online via the North East Lincolnshire Citizen Portal](#) or a Common Application Form (CAF) ([Appendix 1](#)).
2. You can name up to three schools on the Online Application/Common Application Form (CAF).
3. Schools named on the Online Application/Common Application Form (CAF) should be ranked in order of preference.
4. On receipt of the submitted Online Application/Common Application Form (CAF) we (as the home local authority) will then determine whether your child is eligible for admission. If the governing body or a neighbouring authority are responsible for admission, they will determine who is eligible and inform us.
5. You will receive a single offer of a school place.
6. Where an offer of a place at the named school can be met, you will be offered a place. If you can be offered a place at all of the schools you named on your application form then you will be sent an offer in respect of the one you ranked higher on the form. You will receive only one offer of a place.
7. All offers of a school place will be made by us. This includes those determined by an academy governing body or a neighbouring authority where they are responsible for allocating places.
8. All offers of a school place shall be sent to all parents/carers on the same day 1<sup>st</sup>  
March 2021.
9. Where we cannot offer a place at any of the schools named on the Online Application/Common Application Form (CAF) you will be offered a place at the next nearest appropriate school with places available.
10. You will be given your statutory right to appeal against any decision the authority makes and information about how to appeal against any decision made by a governing body.

Apply online at [www.nelincs.gov.uk](http://www.nelincs.gov.uk) and use the 'Apply for It' link

### **3 North East Lincolnshire Local Authority Admission Policy 2021-2022**

It is to be noted that all 10 secondary schools in North East Lincolnshire are academies and follow their own individual admission policy; these can be found at [Appendix 5](#).

### **4 Waiting lists**

If a child is refused admission to a school, the child's name will be placed on the school's waiting list. There is a waiting list for each secondary school based on the published admission oversubscription criteria; all children who have been refused a place are kept on that list, in order of the criteria, until 31<sup>st</sup> December 2021. Some schools may keep a waiting list beyond this date. You can contact the School Admissions Team telephone (01472) 326291 (Option 4) for further information.

### **5 Education establishments that operate 'atypical points of admission'**

Pupils who are in Year 8 or 9 have the opportunity to apply to education establishments which have 'atypical points of admission' which means that they admit children at a different age to typical 11-16/11-18 secondary schools and specialise in technical subjects offering a similar curriculum to a typical 11-18 secondary school, including English and Maths as well as their specialist subjects. Details of these establishments which are within or within a 'reasonable distance' of North East Lincolnshire can be found at [Appendix 3](#). Parents/carers will need to contact the respective establishments directly and/or their local authority's school admissions team, where applicable, to be advised on their individual application processes and timescales.

## **PART TWO – IN YEAR ADMISSIONS**

### **In year admission arrangements**

In year admissions are any admissions that are outside the 'normal' point of entry, i.e. not starting school for the first time, transferring from infant to juniors or transferring to secondary school. Parents/carers can request admission to any school at any time. You can contact the School Admissions Team on (01472) 326291 (Option 4) for advice on places available in North East Lincolnshire schools and to request an 'In year Common Application Form' (ICAF). You can also download the In Year Common Application Form (ICAF) from the local authority's website at: [www.nelincs.gov.uk](http://www.nelincs.gov.uk). Some secondary schools in North East Lincolnshire administer their own in year admissions and parents/carers can contact the school directly and request an In Year Common Application Form (ICAF). The School Admissions Team will be able to advise you if you need to contact the school direct.

If you are resident in North East Lincolnshire and wish to apply for a school in a neighbouring local authority you will need to contact that local authority's School Admissions Team for advice on which schools have places. North East Lincolnshire School Admissions Team will be able to advise you on who you need to contact.

If you have not moved to a new house and would like your child to change school, you should first discuss the matter with your child's current school to seek its advice and help with any concerns you may have. If, after discussion you still feel that you would like your child to change school, you should contact the School Admissions Team for advice on the process and complete an In Year Common Application Form (ICAF).

The policy in deciding in year admissions will be in line with the duty to follow your preference, as long as there are places available and/or this does not affect the efficiency of education or use of resources at the school. You are advised to read the admissions policy for the school to which you are applying.

Apply online at [www.nelincs.gov.uk](http://www.nelincs.gov.uk) and use the 'Apply for It' link

If the admission authority of the school for which you apply is not able to offer a place, they will either advise you in writing, or ask the local authority to notify you on their behalf. The decision letter will provide the reasons for the decision and advise of your right of appeal against the decision.

## **1 Fair Access Protocol**

North East Lincolnshire Local Authority has a Fair Access Protocol. The Fair Access Protocol ensures that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admission number to schools that are already full. A copy of North East Lincolnshire Fair Access Protocol can be found at <https://www.nelincs.gov.uk/schools-and-education/school-admissions/>

## **2 Waiting lists**

Some schools will operate a waiting list for in year admissions; these may be held by the local authority or by the school; the School Admissions Team will be able to advise you on this.

# **PART THREE– SCHOOL ADMISSION APPEALS**

## **School Admission Appeals**

If your school preference is refused, you will be advised you that you can appeal against the decision to an independent appeals panel.

School Admission Appeal timetable ([Appendix 2b](#))

Before deciding to appeal you may wish to speak to the School Admissions Team, on (01472) 326291 (Option 4) to discuss your options, including your right of appeal. If you decide to proceed with an appeal, you will be advised about the appeals procedure and who you need to contact for a 'Notice of Appeal' form. An independent appeals panel in line with government regulations will hear your case. Decisions made by the appeals panel are legally binding on both the local authority and the governors of the school.

If your application is to a school that is its own admissions authority, admission appeals are the responsibility of the governing body. Therefore, they may be administered by the school's own appeals service rather than the local authority's appeals service. If this is the case, you will be advised of the procedure in the paperwork detailing the decision. There are two distinct stages involved in an appeal:-

1. A factual stage – the admissions authority must prove that 'prejudice' would arise if an extra child were admitted to the school.
2. A balancing stage – parents/carers present their information to the panel. The panel must then exercise its discretion, balancing between the degree of 'prejudice' and the weight of factors put forward by parents/carers.

If you lose your appeal, your child's name may be placed on a waiting list. However, you can only appeal once for a school in any academic year. A further appeal would only be considered if there has been a significant and material change in your circumstances, which is relevant to the published admission criteria.

If you are successful, the admissions authority will make the necessary admissions arrangements within a reasonable time.

Apply online at [www.nelincs.gov.uk](http://www.nelincs.gov.uk) and use the 'Apply for It' link

# PART FOUR – GENERAL INFORMATION

## 1 Questions and answers

### **Where can I get advice on which school would best suit my child?**

North East Lincolnshire School Admissions Team are available to offer impartial advice and enable parents/carers to make informed decisions about making preferences for schools for their child. They will offer advice on all areas of co-ordinated admissions, admission policies and other information about local schools.

### **How do I make my application?**

For transferring from primary to secondary school you can apply online using the [North East Lincolnshire Citizen Portal](#). Guidance on how to register an account and make an application is provided on the Portal. In your Online Application you can express up to three preferences for any North East Lincolnshire schools or, any school that falls within the area of another authority, such as North Lincolnshire or Lincolnshire. Alternatively, you can make your application in writing on a Common Application Form (CAF), available in this booklet, from your current primary school, downloaded from North East Lincs website or on request from the School Admissions Team.

### **What is a Common Application Form (CAF)?**

The Common Application Form (CAF) is the application form for all co-ordinated school applications made through the local authority. For the purposes of this guide, CAF would refer to the paper form version of the application process that parents/carers can make online via the [North East Lincolnshire Citizen Portal](#).

### **Why do I have to rank my preference of schools on my application?**

The Online Application/Common Application Form (CAF) enables you to give reasons for your application and rank your application in order of preference. The preferences will be shared with other admission authorities if one of the applications is for a school for which we, (the home local authority) cannot allocate places. At the end of the process, if you can be offered a place at more than one school, then you will be sent an offer of the one you ranked higher on your application form.

### **Why should I complete an Online Application/Common Application Form (CAF)?**

We can only allocate a place at a school for which an application has been made. Under co-ordinated admission arrangements a place at the nearest school with places will be allocated for any child that the authority is aware of for which it has not received an Online Application/Common Application Form (CAF). This will not necessarily be the designated catchment school as all places may have been taken by those who expressed a preference for it by submitting an Online Application/Common Application Form (CAF).

### **Will a place at my catchment school be guaranteed?**

The law allows parents/carers to express a preference for a school they wish their child to attend but this is not a guarantee of a place. If you live in the catchment area of a North East Lincolnshire school, and you apply for a place at your catchment school as one of your preferences, and your application is received on time, the chances are usually high that you will be allocated a place at that school. It is to be noted that some schools place 'sibling' above 'catchment' in their oversubscription criteria. However, if you do not include it on your Online Application/Common Application Form (CAF) and you are unsuccessful with the three preferences you have made, then you may find your catchment school is already full and there is no place left for your child.

A copy of North East Lincolnshire School's Catchment List can be found at <https://www.nelincs.gov.uk/schools-and-education/school-admissions/>

### **How do I apply for a school outside North East Lincolnshire?**

Apply online at [www.nelincs.gov.uk](http://www.nelincs.gov.uk) and use the 'Apply for It' link

You must include all schools on your Online Application/Common Application Form (CAF) for which you wish your child to be considered. The preference on your application will be sent to the authority for that school for consideration. They will inform us if they are able to offer a place to your child (you need to read their admissions policy to see how places are allocated). Details of our neighbouring authorities' admissions policies can be obtained by contacting the relevant authority ([Appendix 10](#)).

### **What about applying for special schools or independent schools?**

If your child has an education, health, and care plan (EHCP) and you wish to express a preference for a special school you should contact the Special Educational Needs and Review Team (SENART) to discuss this. (see [Appendix 9](#) for contact details).

### **What if I am not happy with the school place offered?**

You can appeal against any decision and details on how to appeal are included in [Part Three – School Admission Appeals](#).

### **How will my child get to school?**

Before deciding which schools, you would like your child to be considered for you will need to think about how he or she will get there and whether you will get any help with transport costs. Details of our Home to School Transport Policy can be found in ([Appendix 4](#)).

## **2 Statutory school leaving age**

The Secretary of State has set one statutory school leaving date. No child can leave school until the last Friday in June in the school year in which the child reaches 16 years of age (Year 11).

## **3 School meals**

School meals are available to all children attending school either free of charge or on payment. Free school meals are available to pupils if you are in receipt of child benefit and any of the following qualifying benefits:

- Income Support
- Income Based Jobseeker's Allowance
- Income Related Employment and Support Allowance
- Child Tax Credit, but do not receive Working Tax Credit, and annual income (as assessed by Tax Credit) does not exceed £16,190
- Guaranteed Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit

Further information regarding eligibility for free school meals can be obtained from the Customer Access Points in the Municipal Offices, Town Hall Square, Grimsby and the Immingham Civic Centre Hub, Pelham Road, Immingham. You can also get information by telephoning (01472) 323732.

## **4 Ofsted and performance table information**

You will find how to access this information at ([Appendix 7](#)).

## **5 School Term Dates**

You will find details of school term dates for 2021-2022 at ([Appendix 8](#)). Please note a number of schools in North East Lincolnshire set their own term dates which may not be the same as those set by the local authority.

## **6 School Governors**

Every North East Lincolnshire school has a governing body/education trust, which has general responsibility for the effective management of the school, acting within the framework set by national legislation. The composition of the governing body/education trust is intended to reflect

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the local community and includes parents, teaching and non-teaching staff, representatives of the local authority, local community and, in the case of church schools, the local Diocese. A parent's/carer's normal contact with the school will be with the head teacher/principal. However, if a parent/carer is not satisfied, a matter can be referred to the governors, usually through the chair of the governing body.

## **7 Further Information**

If you have any questions about the information provided in this booklet, you should contact the School Admissions Team, Civic Offices, Knoll Street, Cleethorpes, North East Lincolnshire, DN35 8LN, Telephone (01472) 326291 (Option 4) or email: [schooladmissions@nelincs.gov.uk](mailto:schooladmissions@nelincs.gov.uk).

This booklet gives overall information about schools. Each school will publish more detailed information in its prospectus each year. The prospectus contains information about the curriculum, how education and teaching methods of the school are organised, and details of pupils' attainments. You can obtain copies of a school's prospectus by contacting the school directly.

## **8 Disclaimer**

The details in this booklet, which relate to the school year 2021-2022 were valid as at 31<sup>st</sup> August 2020. However, it should be noted that changes may be made to any of these details after that date which may affect the school year 2021-2022. The electronic copy of this booklet is available on North East Lincolnshire Council's website and will be updated with any changes throughout the year.

# Appendix 1 - Common Application Form (CAF) 2021-2022

## North East Lincolnshire Secondary Common Application Form 2021

For pupils applying for a year 7 place, born between 1<sup>st</sup> September 2009 & 31<sup>st</sup> August 2010



It is the parents/carers responsibility to ensure this form reaches the School Admissions Team by the **closing date of 31<sup>st</sup> OCTOBER 2020**. Please ensure you ring / email to check.



(01472) 326291 (option 4)



schooladmissions@nelincs.gov.uk



www.nelincs.gov.uk



School Admissions Team, Access & Inclusion Service, Civic Offices, Knoll Street, Cleethorpes, North East Lincolnshire, DN35 8LN

Please complete this form if you pay your council tax to North East Lincolnshire Council. If you pay your council tax to another Local Authority (LA) please contact them to apply. Application forms from non-residents will not be forwarded to other LA's.

### PARENT / CARER DETAILS

**Parent/carer title**

Mr / Mrs / Miss / Ms

**Parent/carer first name**

**Parent/carer surname**

**Parent/carers relationship to pupil**

**Parent/carer address**

**Post code**

**Contact telephone numbers**

**Contact e-mail**

**Please provide details of anybody else with parental responsibility who does not live at the above address – name, relationship to pupil, address, and contact telephone number.**

### PUPIL'S DETAILS

**Pupil's first names**

**Pupil's surname**

**Pupil's date of birth**

**Pupil's gender**

**Pupil's current school**

**Please tick this box only if the pupil is 'looked after' / 'previously looked after' by the local authority**

A 'child looked after' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order or specialist guardianship order. Children looked after under an agreed series of short-term placements (respite care) are excluded.

- If you have any questions or concerns regarding your preferences, please contact the School Admissions Team before the closing date as they will be able to give you impartial advice and guidance on the process.
- Place your preferences as you would like them to be considered. You are given the option to apply for up to 3 preferences but if you wish to apply for only one or two that is your choice. However, if you do not receive any of your preferences, you will be allocated the next nearest school with places. Applying for the same school more than once will not enhance your chances of being allocated a place at the school.
- You are not guaranteed a place in a school because you put it down as your first preference. You cannot be considered for a school place if you have not applied for it.

**Please complete your preferences over the page...**

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Write the names of the schools you wish to apply for under each preference, and then complete any criteria you think are relevant below each preference. The respective admissions authorities can only consider these reasons if they are part of the published admissions criteria. We recommend you read the individual school admission policies.

<b><u>Preferences</u></b> Minimum 1    Maximum 3		
<b>First Preference</b>	<b>Second Preference</b>	<b>Third Preference</b>
WRITE NAME OF YOUR 1 <sup>ST</sup> PREFERENCE IN THIS BOX	WRITE NAME OF YOUR 2 <sup>ND</sup> PREFERENCE IN THIS BOX	WRITE NAME OF YOUR 3 <sup>RD</sup> PREFERENCE IN THIS BOX
Catchment (Yes / No)	Catchment (Yes / No)	Catchment (Yes / No)
Feeder (Yes / No)	Feeder (Yes / No)	Feeder (Yes / No)
Distance / ease of travel (Yes / No)	Distance / ease of travel (Yes / No)	Distance / ease of travel (Yes / No)
Entance Exam Passed (Yes / No)	Entance Exam Passed (Yes / No)	Entance Exam Passed (Yes / No)

**Sibling connections**

If your pupil has older siblings who meet the criteria for your preferred schools please give details below (Name/ DB / School attending)


**Children of Staff**

If either of the parents/carers are members of staff at any of your preferred schools please state their name, relationship to the pupil, the name of the school, job title and start date of your employment below


**Grimsby Town Pupil Development Program**

If you apply for Oasis Academy Wintringham under this criteria please give the date below the pupil commenced on this program

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If you feel there are any other reasons that you would like to mention please attach to this form, with the name and date of birth of the pupil at the top in case it becomes detached.

**Declaration / Information Sharing and Consent**

If all the relevant sections have not been completed or if information is incomplete, the form will be returned to you and this could delay your application. Therefore, please ensure you complete the form in as much detail as possible. **NOTE:** Where more than one person shares parental responsibility for a pupil, those persons should consult and agree. Only **ONE** form will be accepted for each pupil. In signing this form, you agree that the information provided is correct.

I understand that the information I have provided to North East Lincolnshire Council regarding my child and family will be recorded and used for the purpose of providing services, support, advice and guidance to my child and family. I agree to my family's personal information being processed and shared by North East Lincolnshire Council with appropriate partners and organisations to enable them to provide us with services, support, information, advice and guidance in order to achieve a positive outcome for me and my family. North East Lincolnshire Council is the Data Controller for the processing of my personal information and that will process all personal information in accordance with the Data Protection Act and GDPR.

**After reading the above please sign and date below. Any unsigned forms will be returned to parents/carers/social workers**

Signature (Applicant) \_\_\_\_\_ Date \_\_\_\_\_

I am the parent\*/carer\*/social worker\* \* Please Delete as appropriate

Apply online at [www.nelincs.gov.uk](http://www.nelincs.gov.uk) and use the 'Apply for It' link

## Appendix 2a - Outcome of applications for 2020-2021 academic year

The following table sets out information, relating to the ten secondary schools in North East Lincolnshire. The table shows the number of applications received and the number of places allocated on National Offer Day (2<sup>nd</sup> March 2020) for 2020-2021 academic year.

Name of School	PAN / Agreed Number*	Total number of Preferences (1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> )	Total preferences allocated	Total preferences refused and placed on waiting list
Beacon Academy	100 / 120*	272	120	17
Cleethorpes Academy	180 / 195*	363	195	11
Havelock Academy	220	221	165	
Healing School, A Science Academy	200	357	200	14
Humberston Academy	165 / 183*	506	183	80
John Whitgift Academy	180	311	180	37
Oasis Academy Immingham	180	110	111	
Oasis Academy Wintringham	180	343	180	40
Ormiston Maritime Academy	190	174	108	
Tollbar Academy	360 / 390*	561	344	

Note: - \*Agreed number – some schools informed the local authority that they wished to admit to a certain number above their published admission number (PAN) (as per published arrangements).

It should be noted that pupils were allocated places at out of county schools, special educational needs establishments and independent schools. In addition, a large number of pupils did not submit an on-time application and were allocated under later allocations.

## Appendix 2b – School admission appeals timetable

**Note:** The Local Authority has service level agreements with most North East Lincolnshire secondary schools to arrange and hear their appeals. Appeal Hearings are arranged to be heard during the hours of 9am to 4pm Monday to Friday only. Appeals are not arranged during the month of August, on any bank holidays or during the Christmas/New Year period. Appeal deadlines for other admission authorities may differ.

All phased (primary to secondary) appeals, arranged by the Local Authority and submitted to the Legal services department, will be heard within 40 school days of the published deadline. However, pupils whose appeals are submitted by the published deadline below will be heard first, followed by subsequently submitted forms.

National Offer Day	1 <sup>st</sup> March 2021
Deadline for appeals, against admission decisions for on-time applications, to be heard in first round of appeals	30 <sup>th</sup> March 2021
Second Allocation Day for late applications / changes to preferences	31 <sup>st</sup> March 2021
Deadline for appeals, against admission decisions for late/ changes to applications, to be heard in 2 <sup>nd</sup> round of appeals	4 <sup>th</sup> May 2021
Last day for first round of appeals (submitted by 30 <sup>th</sup> March 2021 deadline) to be heard	18 <sup>th</sup> June 2021
Last day for Second allocation appeals, submitted by 4 <sup>th</sup> May 2021 deadline, to be heard	23 <sup>rd</sup> July 2021

All In-Year appeals (arranged by the Local Authority) will be heard within 30 school days of receipt by the Legal Services department.

It should also be noted that at the publication of this document all appeals are being heard under the new DFE guidelines on appeals due to the Covid-19 pandemic. These are in place until at least January 2021 and mean that all appeals will be heard via a conference telephone call. All appellants will be made aware of the arrangements at the time of their appeal.

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## Appendix 3 – Secondary age range schools in NE Lincolnshire

### (a) North East Lincolnshire Council Secondary Schools

NAME AND ADDRESS OF SCHOOL/ ACADEMY	HEAD TEACHER/ PRINCIPAL	TELEPHONE NUMBER	Website	PUBLISHED ADMISSION NUMBER	SCHOOL TYPE AND AGE RANGE	TRUST / SPONSOR (ACADEMIES)
Beacon Academy Chatsworth Place CLEETHORPES DN35 9NF	Mr J Thurley	01472 328888	<a href="http://www.beaconacademy.co.uk">www.beaconacademy.co.uk</a>	100	Academy 11 – 16 years	Wellsprings Academy Trust
Cleethorpes Academy Grainsby Avenue CLEETHORPES DN35 9NX	Mrs J Hornby (Principal)	01472 582310	<a href="http://www.cleethorpesacademy.co.uk">www.cleethorpesacademy.co.uk</a>	180	Academy 11 – 16 years	Tollbar MAT
Havelock Academy Holyoake Road GRIMSBY DN32 8JL	Miss E Marshall (Principal)	01472 602000	<a href="http://www.havelockacademy.co.uk">www.havelockacademy.co.uk</a>	220	Academy 11 – 18 years	David Ross Education Trust (DRET)
Healing School – A Science Academy Healing, GRIMSBY DN41 7QD	Ms M Dewland (Principal)	01472 502400	<a href="http://www.healing-school.co.uk">www.healing-school.co.uk</a>	200	Academy 11 – 16 years	Healing MAT
Humberston Academy Humberston Avenue HUMBERSTON DN36 4TF	Mr D Shoubridge (Principal)	01472 319990	<a href="http://www.humberstonacademy.co.uk">www.humberstonacademy.co.uk</a>	165	Academy 11 – 16 years	David Ross Education Trust (DRET)
John Whitgift Academy Crosland Road GRIMSBY DN37 9EH	Mr R Spendlow (Principal)	01472 887117	<a href="http://www.johnwhitgift.org.uk">www.johnwhitgift.org.uk</a>	180	Academy 11 – 16 years	Delta Academy Trust
Oasis Academy Immingham Carver Road IMMINGHAM DN40 1JT	Mrs S McLoughlin (Principal)	01469 576599	<a href="http://www.oasisacademyimmingham.org">www.oasisacademyimmingham.org</a>	180	Academy 11 – 16 years	Oasis Academy Trust
Oasis Academy Wintringham Weelsby Avenue GRIMSBY DN32 0AZ	Mrs H Stennett (Principal)	01472 871811	<a href="http://www.oasisacademywintringham.org">www.oasisacademywintringham.org</a>	180	Academy 11 – 16 years	Oasis Academy Trust
Ormiston Maritime Academy Westward Ho GRIMSBY DN34 5AH	Ms C Robson	01472 310015	<a href="http://www.omacademy.co.uk">www.omacademy.co.uk</a>	190	Academy 11 – 16 years	Ormiston Academy Trust (OAT)
Tollbar Academy Station Road New Waltham GRIMSBY DN36 4RZ	Ms C Yates (Principal)	01472 500505	<a href="http://www.tollbaracademy.co.uk">www.tollbaracademy.co.uk</a>	360	Academy 11 – 18 years	Tollbar MAT

### (b) Education establishments that operate 'atypical points of admission'

Local Authority	Name of Establishment	Establishment Contact Details	Age Range	Application information
North East Lincolnshire	The Academy Grimsby (TAG)	Address: Westward Ho, Grimsby, North East Lincolnshire, DN34 5AQ  Telephone: (01472) 311231 Website: <a href="http://www.academy.grimsby.ac.uk">www.academy.grimsby.ac.uk</a>	14-16	Y10 applications should be made directly to the academy
North Lincolnshire	Engineering UTC Northern Lincolnshire	Address: Carlton Street, Scunthorpe, North Lincolnshire, DN15 6TA  Telephone: (01724) 878100 Website: <a href="http://www.utcolleges.org/utcs/humber-utc/">www.utcolleges.org/utcs/humber-utc/</a>	13-19	Y9 applications should be made directly to the college

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North Lincolnshire	Leggott Academy (at John Leggott College)	Address: West Common Lane, Scunthorpe, North Lincolnshire, DN17 1DS  Telephone: (01724) 282998 Website: <a href="http://www.leggott.ac.uk/14-16">www.leggott.ac.uk/14-16</a>	14-16 (college's range is 16-19)	Y10 applications should be made directly to the academy
Lincolnshire	Lincoln University Technical College	Address: Lindum Road, Lincoln LN2 1PF  Telephone: (01522) 775990 Website: <a href="http://www.lincolnutc.co.uk">www.lincolnutc.co.uk</a>	14 – 19 age range	Y10 applications are made on a form available on the UTC website

### (c) North East Lincolnshire Council Special Schools

NAME AND ADDRESS OF SCHOOL	HEAD TEACHER	TELEPHONE NUMBER	WEBSITE	PUBLISHED ADMISSION NUMBER	SCHOOL TYPE AND AGE RANGE	TRUST / SPONSOR (ACADEMIES)
The Cambridge Park Academy Cambridge Road Grimsby, DN34 5EB	Mr M Eames (Principal)	01472-230110	<a href="http://www.cambridgepark.co.uk">www.cambridgepark.co.uk</a>	N/A	Academy Special 4-19 years	
Humberston Park Special School St Thomas Close, Humberston, DN36 4HS	Mr A Zielinski	01472-590645	<a href="http://www.humberstonpark.org.uk">www.humberstonpark.org.uk</a>	N/A	Academy Special 3-19 years	

### (d) North East Lincolnshire Council Pupil Referral Units (PRUs)

NAME AND ADDRESS OF SCHOOL	HEAD TEACHER	TELEPHONE NUMBER	WEBSITE	PUBLISHED ADMISSION NUMBER	SCHOOL TYPE AND AGE RANGE	TRUST / SPONSOR (ACADEMIES)
Phoenix Park Academy Park Avenue Grimsby DN32 0BZ	Mr P Hutchinson (Executive Principal)	01472-323597	<a href="http://www.phoenixparkacademy.co.uk">www.phoenixparkacademy.co.uk</a>	N/A	Academy PRU 7-16 years	Wellsprings Academy Trust
Sevenhills Academy Second Avenue Grimsby DN33 1 NU	Mr P Hutchinson (Executive Principal)	01472-322078	<a href="http://www.sevenhillsacademy.co.uk">www.sevenhillsacademy.co.uk</a>	N/A	Academy PRU 14-16 years	Wellsprings Academy Trust

## Appendix 4 – Education Transport

### HOME TO SCHOOL TRANSPORT POLICY

The legal responsibility for ensuring that a child attends school rests with the parent/carer. However, in some cases the local authority has a duty to support parents/carers with transport to school. The following table shows the circumstances under which free transport support may be provided:

<b>Primary aged pupils – The current duties regarding statutory / free transport are:</b>			
<b>Age of pupil</b>	<b>School attended</b>	<b>Distance between home &amp; school</b>	<b>Means-tested</b>
Up to and including 7 years (children must be of compulsory school age or in a reception class)	Designated as serving the area in which they live or the nearest qualifying school*	More than 2 miles	No
8 Years and over	Designated as serving the area in which they live or the nearest qualifying school*	More than 3 miles	No
8 Years and under 11	Nearest qualifying school*	More than 2 miles	Child is entitled to free school meals or family in receipt of their maximum level of Working Tax Credit

<b>Secondary pupils – The current duties regarding secondary statutory / free transport are:</b>			
<b>Age of pupil</b>	<b>School attended</b>	<b>Distance between home &amp; school</b>	<b>Means-tested</b>
11 – 16 years	Designated as serving the area in which they live or the nearest qualifying school*	More than 3 miles	No
11 – 16 years	One of the three nearest qualifying schools*	More than 2 miles but less than 6 miles	Child is entitled to free school meals or family in receipt of their maximum level of Working Tax Credit

<b>Schools attended on the Grounds of Religion or Belief - The current duties regarding statutory / free transport in respect of pupils attending schools preferred by reason of a parents' religion or belief are:</b>			
<b>Age of pupil</b>	<b>School attended</b>	<b>Distance between home &amp; school</b>	<b>Means-tested</b>
11 – 16 years (secondary)	The nearest school preferred by reason of a parent's religion or belief.	More than 2 miles but less than 15 miles	Child is entitled to free school meals or family in receipt of their maximum level of Working Tax Credit

\*Qualifying schools' are: Community, foundation or voluntary schools; community or foundation special schools; non-maintained special schools; pupil referral units; maintained nursery schools; or city technology colleges (CTC), city colleges for the technology of the arts (CCTA) including free schools, University, Technical Colleges (UTC) or Academies.

**Notes:** Confirmed eligibility in respect of entitlement to free school meals or maximum level of Working Tax Credit will be for the entirety of the academic year for which the assessment has been made.

'Religion' is defined for the purposes of these duties as 'any religion', a broad definition in line with the freedom of religion guaranteed by Article 9 of the European Convention on Human Rights. It includes those religions widely recognised such as Christianity, Islam, Hinduism, Judaism, Buddhism, Sikhism, Rastafarianism, Baha'is, Zoroastrians, and Jains. Denominations or sects within a religion can also be considered as a religion or religious belief such as Roman Catholics or Protestants within Christianity. The Equality Act defines 'Belief' as any religious or philosophical belief with a certain level of cogency, seriousness, cohesion and importance, and worthy of respect in a democratic society, and not be incompatible with human dignity or the fundamental rights of the child. Examples of beliefs are humanism and atheism.

### Other Schools

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The local authority recognises its obligations under the relevant Education Acts to comply with parental preferences regarding choice of school. However, owing to the need to maximise the efficient use of resources, the local authority is only prepared to provide free transport in accordance with the policy criteria detailed above. The local authority considers that any other arrangement would lead to excessive expenditure and would prejudice efficiency in the provision of education and the use of resources.

In light of the above parents/carers wishing to apply for places in schools other than those detailed above should do so knowing that free or concessionary transport will not be available, regardless of the distance involved. Although each pupil's application will be considered individually, in the absence of meeting the detailed criteria or exceptional circumstances relating to such applications, it is not anticipated that the local authority will be under any obligation to assist with the cost of transport involved.

### **Special Educational Needs and/or Disabilities (SEND)**

Pupils with special educational needs and/or disabilities who are unable to walk to/from school due to their SEND or mobility will be considered for transport support subject to their individual abilities and assessed needs.

### **Post-16 Transport**

There is no free or concessionary transport scheme for students attending school sixth forms or colleges. Students with SEND will be considered for free transport support subject to their individual abilities and assessed needs. The policy statement for students aged 16 is reviewed annually and published by 31 May each year. For further information contact the Education Transport Team, Civic Offices, Knoll Street, Cleethorpes, North East Lincolnshire, DN35 8LN. Telephone: (01472) 326291 (Option 2) or e-mail: [schooltransport@nelincs.gov.uk](mailto:schooltransport@nelincs.gov.uk)

### **Nursery**

The local authority recognises its obligations to ensure that nursery provision is available to all children who have attained the statutory age. It aims to ensure that there is provision accessible from the child's home. It is the responsibility of the child's parents/carers to make arrangements for the child to be accompanied whilst travelling to nursery provision. Therefore, any transport assistance to nursery/early education providers will only be granted where exceptional circumstances apply to the child.

### **PROVISION OF FREE TRANSPORT ON THE BASIS OF A HAZARDOUS JOURNEY**

In certain circumstances North East Lincolnshire Council will have determined that it is not safe for a pupil/groups of pupils to walk to/from school, even if accompanied by a parent/carer. In these circumstances the authority will assess the circumstances, taking into account the number and ages of the pupils concerned, the reason for consideration, alternative forms of transport available and an assessment of the route by the local authority's Road Safety Officer or an appropriately qualified officer. Where a route is deemed to be hazardous free transport support will be provided.

### **FREE TRANSPORT GRANTED EXCEPTIONALLY**

#### **Permanently Excluded Pupils and Behaviour and Attendance Collaborative (BAC) Panel Decisions**

Free transport may be granted for the pupil to travel to an alternative school, pupil referral unit or alternative provision of the local authority's choice and/or as determined by the Behaviour and Attendance Collaborative (BAC) Panel. Each case will be considered individually, the initial decision will be based on the statutory walking distance of two miles for pupils aged 7 years and under and three miles for pupils aged 8 years and above. This may be reduced to two miles where the pupil qualifies under the low-income criteria. Each case will be assessed taking into consideration the individual's needs and their particular circumstances, which will also determine the type of any transport support provided. Wherever possible, qualifying pupils will be issued with a bus pass

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**Medical Transport**

Pupils with a medical condition who are fit to attend school or the local authority's home tuition provision, but would be unable to attend because they are unable to walk or are unable to travel by their normal means of transport, may be considered for free transport whilst that condition persists. A written request for medical transport must be supported by a medical consultant/specialist. All cases of medical transport due to the exceptional nature of its provision, will be reviewed on a half-termly basis.

**School Closures**

Pupils attending schools which have been closed by the local authority may be provided with free transport to the new school designated as serving the area where they live. This decision and the maximum period for which it will apply are at the sole discretion of the local authority. However, the initial decision will be based on the statutory walking distance of two miles for pupils aged 7 years and under and three miles for pupils aged 8 years and above. This may be reduced to two miles where the pupil qualifies under the low-income criteria.

**Additional Information**

For further information regarding eligibility for home to school transport contact the Education Transport Team, Civic Offices, Town Knoll Street, Cleethorpes, North East Lincolnshire, DN35 8LN Telephone: (01472) 326291 (Option 2) or email: [schooltransport@nelincs.gov.uk](mailto:schooltransport@nelincs.gov.uk)

## Appendix 5 - Admission Policies for North East Lincolnshire Secondary Academies

Name of School/Academy	Admission Policy
<a href="#">Beacon Academy</a>	Page 22
<a href="#">Cleethorpes Academy</a>	Page 24
<a href="#">Havelock Academy</a>	Page 25
<a href="#">Healing School – A Science Academy</a>	Page 29
<a href="#">Humberston Academy</a>	Page 30
<a href="#">John Whitgift Academy</a>	Page 31
<a href="#">Oasis Academy Immingham</a>	Page 33
<a href="#">Oasis Academy Wintringham</a>	Page 37
<a href="#">Ormiston Maritime Academy</a>	Page 39
<a href="#">Tollbar Academy</a>	Page 41

### **Beacon Academy Admission Policy 2021-2022**

Beacon Academy is committed to serving the local community, as defined by the designated catchment area of the former Holy Family Catholic Academy and St Andrew's College; **Applications for places are welcomed from all parents and carers, regardless of faith or background.**

Beacon Academy serves families of Cleethorpes, Grimsby, and surrounding areas.

The Governing Body are the Admission Authority for Beacon Academy and places can only be offered by the Governing Body. North East Lincolnshire Local Authority co-ordinates the admissions process on behalf of the Governing Body.

#### **ARRANGEMENTS FOR ADMISSION 2021 - 2022**

Details of arrangements for admission can be found by visiting [www.nelincs.gov.uk](http://www.nelincs.gov.uk) The closing date for applications will be 31<sup>st</sup> October 2020. The National Offer Day will be 1<sup>st</sup> March 2021.

#### **YOUR APPLICATION - DOCUMENTS REQUIRED**

**Common Application Form:** All applications for transfer from primary school to secondary school must be made on the Local Authority's Common Application Form.

#### **YOUR APPLICATION – HOW PLACES ARE ALLOCATED**

Once received by the Local Authority, details of all applicants are passed to the Governing Body. Using the information on the Common Application, the Local Authority then allocates places on behalf of the Governing Body up to the published admission number. Where places cannot be allocated at the first preference school, they are allocated at the next preferred school that has places.

#### **APPLICATION FOR TWINS AND MULTIPLE BIRTH CHILDREN**

Where a place available is offered to a child from a twin or multiple birth the Governors will normally offer places to both twins, triplets etc even if this means exceeding the published admission number.

#### **FRAUDULENT INFORMATION**

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

#### **ADMISSION OUTSIDE OF NORMAL AGE GROUP**

Parents may seek a place for their child outside of the normal age group for example if the child is exceptionally gifted and talented or has experienced problems such as ill health.

The academy anticipates that children will be educated out of their normal age group in only a small number of very exceptional circumstances. However should you wish to seek a place for your child outside of their normal age group you should still make an application for a school place for your child's normal age group but you should also submit a request for admission out of the normal age group at the same time and follow the procedure set out by your home local authority.

A decision will then be made on which age group the child should be admitted taking into account the circumstances of each case and the best interests of the child. Once that decision has been made the oversubscription criteria will be applied to determine if a place can be offered at the academy.

The academy is not required to honour a decision made by another admission authority on admission out of the normal age group.

Your statutory right to appeal against the refusal of a place at a school for which you have applied is unaffected. However, the right to appeal does not apply if you are offered a place at the school but it is not in your preferred age group.

#### **LATE APPLICATIONS**

Applications must be submitted by the 31 October 2020. Where a parent/carer submits a late application, and the lateness has been unavoidable in the opinion of the admissions authority (e.g. move into the area), we will be willing to consider such applications up to 31 December 2020. Applications received after the 31 December 2020, or without a good reason for not meeting the deadline, will be dealt with in accordance with the following procedure:

Apply online at [www.nelincs.gov.uk](http://www.nelincs.gov.uk) and use the 'Apply for It' link

(1) Those who have completed the Common Application Form (CAF) by the closing date will be allocated places first. If places are still available at the Academy, late applications will be offered a place. However, if all places have been taken the application will be refused and the parent/carer offered the right to appeal.

(2) Any applications received after the closing date will be considered after those received by the closing date. You are therefore encouraged to ensure that your application is received on time.

### **WAITING LISTS**

Parents whose children have not been offered a place in the normal admissions round will be informed of their right of appeal and will be added to the academy's waiting list. Waiting lists for admission will remain open until the end of the Autumn Term in the admission year. The academy may maintain waiting lists after this date. Please contact the academy for further details.

Waiting lists are ranked in the same order as the oversubscription criteria listed below. Waiting lists may change. This means that a child's waiting list position during the year could go up or down. Any late applications will be added to the list in accordance with the order of priority for allocating places. Inclusion on the academy's waiting list does not mean that a place will eventually become available.

### **APPEALS**

Following allocations, parents/carers may appeal if they are not allocated a place for their child at Beacon Academy. Information on how to appeal will be included in the allocation letter and must be made in writing. Appeals forms can be requested from North East Lincolnshire's Legal Services who administer the appeals on behalf of the academy. Appeals should be received no later than 20 school days after allocation day or, the case of 'In Year' applications, 20 working days after the date of the refusal letter.

### **IN YEAR APPLICATIONS**

Application Forms can be obtained from the Local Authority or from the Academy. If the respective year group total is below the Published Admission Number for that year group, the child will be offered a place. If the respective year group total is full, the child may be offered a place if the Committee decides that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil.

The academy may maintain a waiting list for in year applications. Details will be provided on request. Inclusion on the academy's waiting list does not mean that a place will eventually become available.

In all cases, the Headteacher reserves the right to refuse a place in the following circumstances:

- The admission will prejudice the efficient use of resources
- The admission will prejudice the efficient education provision to students already in the academy.

All places offered are subject to the child starting at school within seven days of the starting date stated within the offer letter. Any place not taken up within seven days may be withdrawn and offered to another child. Governors reserve the right to extend the timescale of an offer if they consider there to be exceptional circumstances at the time. If your child is not allocated a place, you have a statutory right to appeal (see 'Appeals' above). Your appeal should be lodged within 20 school days after the date of your refusal letter.

### **OVERSUBSCRIPTION CRITERIA**

Children with an **Educational Health and Care Plan (EHCP)** where the academy is named will be admitted first. If undersubscribed the Academy will offer a place to all applicants.

However, in the event that the number of applications for places at the Academy is higher than the Published Admission Number (PAN) of 100 applications will be considered against the criteria set out below. We will use the following factors, in priority order, to decide which children will be offered places.

Therefore, after the admission of children with an **EHCP** which names the Academy, the following factors will be used to decide which children will be given places.

1. Looked After Children (children in public care) or a child who was previously looked after.
2. Living in the catchment area.
3. Having brothers or sisters who are already at the academy when your child is due to start there.
4. The last factor is geographical. We will give priority to those living nearest to the academy (if there is more than one route, the distance measured is the shortest available safe route for pedestrians), from the front door of the child's home address (including flats) to the main entrance of the academy, using the local authority's computerised measuring system. If you would like more information or have any specific queries in relation to this, you can contact the Schools Admission Team. In this exceptional situation, if there is no other way of separating the applications then the governors will admit the additional child above the published admission number.

### **DEFINITIONS**

#### **Note 1 - Definition of Siblings**

The governors use the same definition as that used by the Local Authority. See "Your New School – A Guide for Parents".

#### **Note 2 - Definition of looked after children or 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 s.22(1) of the Children Act 1989) at the time of making an application to a school.

A "previously looked after child" is a child who:

- (a) ceased to be looked after because they were adopted (this includes children who were adopted under the Adoption Act 1976 [see s. 12 adoption orders] and children who were adopted under the Adoption and Children's Act 2002 [see s.46 adoption orders], or
- (b) became subject to a child arrangements order (under the terms of the Children Act 1989 s.8, as amended by s.12 of the Children and Families Act 2014 - an order settling the arrangements to be made as to the person with whom the child is to live), or
- (c) became subject to a special guardianship order (see S.14A of the Children Act 1989 - an order appointing one or more individuals to be a child's special guardian [or special guardians]).

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### **Note 3 - Place of Residence**

The governors use the same definition as that used by the Local Authority. See "Your New School – A Guide for Parents" available via the Local Authority website [www.nelincs.gov.uk](http://www.nelincs.gov.uk)

### **Note 4 – Parents / Carers**

The governors use the same definition as that used by the Local Authority. See "Your New School – A Guide for Parents" available via the Local Authority website [www.nelincs.gov.uk](http://www.nelincs.gov.uk)

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## **Cleethorpes Academy Admission Policy 2021-2022**

The published admission number (PAN) for **2021-2022** is: **180**.

As a constituent academy within the Multi-Academy Trust, Cleethorpes insists on the highest standards of behaviour and diligence. Governors expect full compliance with the dress code.

Cleethorpes, as a non-selective and inclusive Academy, welcomes children regardless of their aptitude or ability. The Board of the Multi Academy Trust is the Admissions Authority with the Local Governing Body responsible for the administration of the admission arrangements. The Board remains responsible for any appeals.

If the number of applications for places at the Academy is greater than the admission number set for that year group, applications will be considered against the criteria set out below. After the admission of children with an Education Health Care Plan (EHCP), where the Academy is recorded in the Plan, we will use the following factors, in priority order, to decide which students will be given places:

- 1 Looked after children (children in public care), or previously looked after children
- 2 Pupils with brothers or sisters who are already at the Academy
- 3 Pupils whose main residence is within the catchment area as set by North East Lincolnshire County Council. Addresses are identified in Appendix A
- 4 Attending Reynolds Academy; a primary academy which is a member of Tollbar Multi Academy Trust
- 5 Attending Pilgrim Academy; a primary academy which is a member of Tollbar Multi Academy Trust
- 6 Children of staff employed by Cleethorpes Academy
- 7 Proximity to the Academy.

Criterion 7 may be used as a tiebreaker.

### **Definitions of terms used in the admission arrangements**

#### **Notes:**

**Children who have an Education, Health and Care Plan where the Academy is recorded in the Education, Health and Care Plan (EHCP)**  
These children will have undergone a statutory assessment of their special educational needs. Where a school is recorded in the EHCP, the Academy must admit the child.

1. **Looked after children** - The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with Section 22 of the Children's Act 1989. Previously Looked After refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under a series of short term placements (respite care) are excluded.
2. **Rules for Siblings** - Included in this factor are biological siblings, stepbrothers and sisters and half-brothers and sisters living at the same address and who will be attending the Academy at the expected time of admission. 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 be allowed to go above its admission number as necessary to admit all the children.
3. **Rules for Residence** - 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 who has parental responsibility for the child as defined in the Children Act 1989. 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 term time, they can choose which address to use on the application. If the parents cannot agree on the address to be used we will use the address where the child benefit is paid. 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. We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given.
4. **Rules for Primary School - Reynolds Academy** - A child must be attending Reynolds Academy at the time of application. Reynolds Academy is a member of Tollbar Multi Academy Trust and shares curricula, staffing, and resources with Cleethorpes Academy. The curriculum follows through from Reynolds Academy to Cleethorpes Academy. The Trust sees students' education between Key Stage 2 and Key Stage 3 as "all-through education". The ethos, policies and practices for students and staff at Reynolds Academy and Cleethorpes Academy are the same. The Administration of Cleethorpes Academy and Reynolds Academy are centralised within the Trust model and therefore there are significant links within this area.
5. **Rules for Primary School - Pilgrim Academy** - A child must be attending Pilgrim Academy at the time of application. Pilgrim Academy is a member of Tollbar Multi Academy Trust and shares curricula, staffing, and resources with Cleethorpes Academy. The curriculum follows through from Pilgrim Academy to Cleethorpes Academy. The Trust sees students' education between Key Stage 2 and Key Stage 3 as "all-through education". The ethos, policies and practices for students and staff at Pilgrim Academy and Cleethorpes Academy are the same. The Administration of Cleethorpes Academy and Pilgrim Academy are centralised within the Trust model and therefore there are significant links within this area.
6. **Children of staff at the Academy** - Either (a) where a member of staff has been employed by Cleethorpes Academy for two or more years at the time the application for admission is made Or (b) where a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
7. **Distance** - Distance will be measured by the shortest and safest walking route from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. 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 who has parental responsibility for the child as defined in the Children Act 1989. 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 term time, they can choose which address to use on the application.

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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. In the event of more than one child living the exact same safest walking distance then each child will be admitted.

### **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 co-ordinated application 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.

### **Appeals against a decision not to admit a child to the Academy**

Parents have a legal right to appeal against a decision not to admit a child to the Academy. The Academy will be happy to provide information about this on request.

### **Appeals Timetable**

- Appellants have 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal;
- Appellants receive at least 10 school days' notice of their appeal hearing;
- Appeal decision letters are sent within five school days of the hearing wherever possible.

### **Admission of children outside their normal age group**

In reference to paragraph 2.17 of the School Admissions Code, if a parent requests their child to be admitted outside of their normal age group, the admissions authority will decide on the basis of the circumstances provided. Parents wishing to make this request should contact the Multi Academy Trust 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. Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

This may 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 Principal.

### **Waiting Lists**

The Academy will operate a waiting list for at least the first term of the academic year of admission. Children's position on a waiting list will be determined solely in accordance with the published oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant or someone leaves the waiting list.

### **Fair Access Protocol**

The Government has stated that all Local Authorities must have a Fair Access agreement that allows unplaced children, especially the most vulnerable, to be offered a place at a suitable school as quickly as possible.

### **Fraudulent or Misleading Applications**

As an admission authority for the Academy, the Trust has the right to investigate any concerns it has about an application and to withdraw the offer of a place if it is found there is evidence that parents have made a fraudulent claim or provided misleading information such as a false address. The Trust reserves the right to check any information provided so that it can apply the oversubscription criteria accurately and fairly.

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## **Havelock Academy Admission Policy 2021-2022**

This policy may be amended in writing at any time by agreement between the Secretary of State and the Academy Trust. The Academy Trust will act in accordance with all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education ("the Codes") as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to "admission authorities" shall be deemed to be references to the governing body of the Academy Trust.

### **Principles**

The Academy Trust will participate in the co-ordinated admission arrangements operated by the North

East Lincolnshire Local Authority and the local in-year fair access protocol. The Secretary of State may:

- a) direct the Academy Trust to admit a named pupil to Havelock on application from a local authority. Before doing so the Secretary of State will consult the Academy Trust.
- b) direct the Academy Trust to admit a named pupil to Havelock if the Academy Trust has failed to act in accordance with this policy or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.

The Academy Trust shall ensure that parents and 'relevant children' will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy Trust. The Independent Appeal Panel will be independent of the Academy Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to Academies, Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.

The Academy Trust shall prepare guidance for parents and relevant children about how the appeals process will work and provide them with a named contact who can answer any enquiries they may have about the process. The Academy Trust may, if it chooses, enter into an agreement with a LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.

In the preceding paragraphs, 'relevant children' means:

- a) in the case of appeals for entry to a sixth form, the child, and;
- b) in any other case, children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the Academy.

### **Procedures**

The Academy Trust shall consult the following parties on any changes to the Academy's proposed admission arrangements for a minimum of eight weeks between 1 October and 31 January in the 'Determination Year'.

- a) NELC.
- b) Any other admission authorities for primary and secondary schools located within the relevant area for consultation.
- c) Any other governing body for primary and secondary schools (as far as not falling within paragraph c) located within the relevant area for consultation.
- d) Affected admission authorities in neighbouring local authority areas.
- e) Parents living in the relevant area for consultation whose children have attained the age of two but are not above compulsory school age and who are or will be eligible to apply to be admitted to the Academy;
- f) Community groups which the Academy considers relevant;
- g) Teaching unions if the consultation includes an increase in admission number.

Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this Agreement is section 89 of the School Standards and Framework Act 1998 as amended, and Regulations under that section.

As soon as any changes are made to arrangements, or proposed, the consultation cycle must be followed for the next determination year. The Academy Trust will consider comments made by those consulted in accordance with the rubrics governing consultation above including any requests to amend the proposed admission number, before determining the admission arrangements for the Academy. The Academy Trust will determine the Academy's admission arrangements annually by 28 February of the Determination Year and notify consultees listed above what has been determined within 14 days of that decision being made. Where the Academy Trust has determined the Academy's admission arrangements and notified all consultees listed above, if any of those persons or bodies object to the Academy's admission arrangements, including the proposed admission number, they can make representations to the Schools Adjudicator. Any representations must be made by 15 May in the Determination Year.

The Academy Trust shall each Determination Year publish the Havelock's agreed admission arrangements by:

- a) a copy being uploaded to the Academy's website
- b) a copy being uploaded to NELC website

The published admission arrangements will set out:

- a) the name and address of Havelock Academy and contact details;
- b) a summary of the admission policy, including full oversubscription criteria and any arrangements for post-16 admission;
- c) a statement of any religious affiliation if relevant;
- d) Published Admission Number
- e) arrangements for hearing appeals.

Once the Academy's admission arrangements have been determined for a particular year and published, the Academy Trust will not make any change to such arrangements unless there is a major change of circumstances and the following procedures have been followed:

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- a) the Academy Trust has consulted those who are required to be consulted (above) on the proposed variation;
- b) following such consultation, the Academy Trust has applied to the Secretary of State to approve the change setting out:
  - i) the proposed change;
  - ii) reasons for wishing to make such a change;
  - iii) any comments or objections to the proposal from those consulted; and
- c) following such application, the Secretary of State has provided his consent to the proposed variation.

The Academy Trust shall following the prior written agreement or direction of the Secretary of State vary the Academy's admission arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time. Any changes to the Academy's admission arrangements brought about through the variation processes described above must be published within the Academy's prospectus and on its website and be communicated within 7 days to those persons who must be consulted above. Any person or body who considers that the Academy's arrangements are unlawful, or not in compliance with the Code or relevant law relating to admissions, can make an objection to the Schools Adjudicator. Records of applications and admissions to the Academy shall be kept by the Academy Trust for a minimum period of ten years and shall be open for inspection by the Secretary of State.

The Academy Trust has the following agreed admission number for the Academy for the year 2017/2018 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

- a) 220 for pupils in Year 7.
- b) Havelock has capacity for 200 students in the sixth form, with 100 places in its L6 (Lower 6th) (Year 12). It will not admit external applicants unless it is undersubscribed by students progressing from Year 11 and in such circumstances it will apply the same academic entry requirements as it does to pupils already on roll in the Academy. If a tie-break is necessary to determine who is admitted, it will apply the oversubscription criteria below.

Arrangements for applications for places at Havelock will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by NELC. The national closing date for applications in the normal admission round is 31 October.

The Academy Trust will consider all applications for places at Havelock. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy Trust will offer places at Havelock to all those who have applied.

The Academy Trust will consider all applications for places at Havelock. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy Trust will offer places at Havelock to all those who have applied.

**Admissions to Year 7**

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with an Education, Health and Care plan (EHCP) where Havelock Academy is recorded in the plan, the criteria will be applied in the order in which they are set out below:

- a) Looked after children (children in public care) or a child who was previously looked after. The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.
- b) admission of pupils whose siblings, including step-siblings resident at the same address, currently attend Havelock and who will continue to do so on the date of admission;
- c) admission of pupils on the basis of catchment proximity to Havelock
- d) Children currently attending a primary school that is a named feeder school.

Named feeder schools are as set out in the table following.

Havelock Academy	Edward Heneage Primary Academy Fairfield Primary School
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- e) admission of pupils on the basis of proximity to Havelock using straight line measurement from the main entrance of the Academy to the main entrance to the child's home.

**Admissions to the L6 (Year 12)**

The Academy Trust anticipates that it will not normally have the L6 (Year 12) as a year of entry for external students, other than when it is undersubscribed from its own Form 5 (Year 11).

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Havelock's Published Admissions Number for the L6 (Year 12) is 100.

Both internal and external pupils wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form.

TYPE OF COURSE	REQUIREMENTS
A Levels	5 A* - C including English and Maths Minimum GCSE grade B for A level study Minimum GCSE grade A for A level Maths and Physics study
Level 3 BTEC	5 A* - C including English and Maths

These academic entry requirements will be the subject of consultation with those listed above and published in the academy's prospectus and in the NELC composite admissions prospectus. When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted.

When there are more external applicants that satisfy any academic entry requirements than the number of post-16 places available and after the admission of pupils with statements of Special Educational Needs where Havelock is named on the statement, the criteria will be applied in the order set out above (see Admissions to Year 7)

### **Waiting Lists**

Where in any year Havelock receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **In Year Admissions**

For applications submitted for years other than the normal year of entry, the Academy Trust will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is refused will be offered the right of appeal.

Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in Havelock and the efficient use of resources.

### **Appeals**

There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants. The Academy will be happy to provide information about this on request.

### **Admission of children outside their normal age group**

Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group. Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Secondary School Admissions Coordinated Scheme i.e. for entry into Year 7. All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school / academy, decision of the relevant admission authority and the best interests of the child. If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school which may not be successful. It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in secondary school and later into a further education placement.

### **Contact Details**

If you require any further advice or assistance, please contact the Academy. - Havelock Academy, Holyoake Road, Grimsby DN32 8JL, Tel 01472 602000

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## **Healing School – A Science Academy Admission Policy 2021-2022**

The Governing Body is the admission authority for Healing School-A Science Academy.

### **The School Ethos**

We expect the highest standards for academic progress, behaviour and dress and maintain the traditional values of discipline, respect for each other and hard work. We ask all parents applying for a place here to respect this ethos and its importance to the school community.

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## **PRIMARY TO SECONDARY ADMISSIONS**

1. The admission arrangements for the academic year 2021/22 are available from the School and North East Lincolnshire Council Websites.

2. If the number of applications for places is within the published admission number set for the School, a place will be allocated to everyone who applies.

The published admission number (PAN) for 2021/22 is 200

3. If the number of applications for places is higher than the published admission number, applications will be considered against the criteria set out below. The following factors, in priority order, will be used to decide which pupils will be given places. After the admission of children with Education, Health and Care Plan (EHCP) where the school is recorded in the plan, we will use the following factors, in priority order, to decide which pupils will be given places.

**(In addition, please note that we will always give priority to those who have actually applied for places over those who fulfil any of the criteria but have not actually made an application.)**

4.1 Looked after children (children in public care) or a child who was previously looked after.

4.2 Living in the catchment area

4.3 Children of staff

4.4 Having brothers or sisters who are already at the school when your child is due to start there.

4.5 The last factor is geographical. We will give priority to those living nearest to the school (if there is more than one route, the distance measured is the shortest available safe route for pedestrians), from the front door of the child's home address (including flats) to the main entrance of the school, using the local authority's computerised measuring system.

Criteria 4.5 is also used as a tie-breaker. Whenever two children have the same priority based on criteria 4.2 for example, then the child who lives closest to the school will be given the higher priority.

### **Waiting Lists**

If the school receives more applications for places than there are places available, a waiting list will operate. The position of children on the waiting list will be determined solely in accordance with the oversubscription criteria set out above.

### **Notes**

#### **Children who have an EHCP where the school is named.**

These children will have undergone a statutory assessment of their special educational needs. Where a school is recorded in the plan, the school must admit the child.

#### **1. Looked after children**

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

#### **2. Rules for residence (catchment)**

On 31 December of the year before your child is due to go to primary/secondary school, your child must be living in the school's catchment area. If you move to a school's catchment area after this date, we will not consider your request until we have firm proof (documentary evidence) that you are about to move (for example, a solicitor's letter confirming that exchange of contracts has taken place or a rental agreement). We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given. Where parents have shared access to a child only one address can be accepted, parents must agree which address is to be used for the purposes of allocating a school place. If parents cannot agree on an address the local authority will use the address to where the Child Benefit is paid.

#### **3. Rules for children of staff**

Included in this factor are children of staff in either or both of the following circumstances:

- where a member of staff has been employed at the school for two or three years at a time at which the application for admission to the school is made, and/or
- the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

#### **4. Rules for siblings**

Included in this factor are brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters or the child of the parent/carer's partner living at the same address and who will be attending the school at the expected time of admission. In the event of two applications for one vacancy using the above criteria, the authority will apply a tie breaker decision based on geographical distance. The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and the other(s) is/are not.

### **Appeals against a decision not to admit a child to the school**

Parents have a legal right to appeal against a decision not to admit a child to the school. The school will be happy to provide information about this on request. Appeals should be addressed to the Clerk of Independent Appeals Panels, Healing School-A Science Academy, Low Road, Healing, Grimsby, N.E. Lincs., DN41 7QD.

### **Admission of children outside their normal age group**

Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group.

Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Secondary School Admissions Coordinated Scheme i.e. for entry into Year 7. All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school / academy, decision of the relevant admission authority and the best interests of the child.

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If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school / academy which may not be successful.

It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in secondary school and later into a further education placement.

### **VISITING ARRANGEMENTS**

The school holds an Open Evening for prospective parents/carers and pupils, usually in June. The date for this is widely advertised in the media, and will be available on our website in September. Also in September there will be some opportunities to see the school at work during the day. Please contact the school office for further information.

### **MONITORING AND REVIEW**

The Governing Body will review this policy on an annual basis.

### **CONTACT DETAILS**

If you require any further advice or assistance, please contact the school.

Healing School – A Science Academy, Low Road, Healing, Grimsby, DN41 7QD

Tel: 01472 502400, Fax: 01472 502401

Email: [office@healing-school.co.uk](mailto:office@healing-school.co.uk), Website: [www.healing-school.co.uk](http://www.healing-school.co.uk)

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## **Humberston Academy Admission Policy 2021-2022**

Humberston Academy has a Published Admission Number (PAN) of 165 students for entry into year 7. If the number of applications for places at Humberston Academy is higher than the Published Admission Number (PAN), applications will be considered against the criteria set out below. After the admission of children with an Education, Health and Care Plan (EHCP) where the school is recorded in the plan, we will use the following factors, in priority order, to decide which children will be given places. (In addition, please note that we will always give priority to those who have actually applied for places over those who fulfil any of the criteria but have not actually made an application.)

### **Oversubscription criteria for admission to Humberston Academy:**

1. Looked after children (children in public care) or a child who was previously looked after.
2. Sibling: Having brothers or sisters who are currently at the school when your child is due to start there.
3. Living in the catchment area.
4. Children of Academy employees.
5. Children currently attending a primary school that is a named feeder school.
6. Distance: We will give priority to those living nearest to the school.

Criteria 6 is also used as a tie-breaker. Whenever two children have the same priority based on criteria 3 or 4 for example, then the child who lives closest to the school will be given the higher priority.

### **Notes**

#### **Children who have an Education, Health and Care Plan (EHCP) where the school is recorded in the plan.**

These children will have undergone a statutory assessment of their special educational needs. Where Humberston Academy is recorded in the plan, we will admit the child.

#### **1. Looked after children**

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

#### **2. Rules for siblings**

Included in this factor are brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters or the child of the parent/carer's partner living at the same address and who will be attending the school at the expected time of admission. In the event of two applications for one vacancy using the above criteria, the Academy will apply a tie breaker decision based on geographical distance. The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and the other(s) is/are not. The Academy reserves the right to ask for formal identification of the sibling connection.

#### **3. Rules for residence (catchment)**

On 31 December of the year before your child is due to go to secondary school, your child must be living in the school's catchment area. If you move to a school's catchment area after this date, we will not consider your request until we have firm proof (documentary evidence) that you are about to move (for example, a solicitor's letter confirming that exchange of contracts has taken place or a rental agreement). We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given. Where parents have shared access to a child only one address can be accepted, parents must agree which address is to be used for the purposes of allocating a school place. If parents cannot agree on an address the local authority will use the address to where the Child Benefit is paid.

#### **4. Children of Academy employees:**

The Academy will give priority to children of staff 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 academy is made and/or;

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

**5. Named Feeder Schools:**

The named feeder schools for Humberston Academy are as follows:

Humberston Academy	Edward Heneage Primary Academy Fairfield Primary School
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**6. Distance (Geographical)**

We will give priority to those living nearest to the school (if there is more than one route, the distance measured is the shortest available safe route for pedestrians), from the front door of the child's home address (including flats) to the main entrance of the school, using the local authority's computerised measuring system. The admissions transfer letter will give you more information or you can contact the local authority's Schools Admissions Team for more advice.

**Oversubscription:** Where the Academy (PAN) is oversubscribed the order laid out in the waiting list will apply.

**Appeals**

If we cannot meet your school preference you can appeal against the decision to an independent appeals panel.

**Admission of children outside their normal age group**

Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group.

Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Secondary School Admissions Coordinated Scheme i.e. for entry into Year 7. All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school / academy, decision of the relevant admission authority and the best interests of the child.

If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school / academy which may not be successful.

It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in secondary school and later into a further education placement.

**Waiting lists**

If your child is refused admission to Humberston Academy, your child's name will be placed on the Academy's waiting list. The Academy's waiting list is based on the published admission criteria and all children are kept on that list in order of the criteria for at least the first term of the academic year.

**Fair Access Protocol**

North East Lincolnshire Local Authority has a Fair Access Protocol. The Fair Access Protocol ensures that unplaced children, especially the most vulnerable, are offered a place at a suitable school or educational provision as quickly as possible. This includes admitting children above the Published Admission Number (PAN) to schools that are already full.

.....  
**John Whitgift Academy Admissions Policy 2021-2022**

**Ethos**

*John Whitgift Academy is a fully inclusive, caring academy which promotes community and social cohesion based on the simple principles of courtesy, co-operation, tolerance, and mutual respect. We demand personal excellence from students of all ages and abilities, providing them with the necessary support to become responsible citizens.*

*John Whitgift Academy is committed to providing an innovative, enterprising, and energising curriculum with a variety of enrichment opportunities for all.*

The Academy has a Published Admission Number (PAN) for the entry year of 180. If the number of applications for places is higher than the Published Admission Number (PAN), applications will be considered against the criteria set out below.

After the admission of children with an education, health, and care plan (EHCP) where the school is recorded in the plan, we will use the following factors, in priority order, to decide which children will be given places. **(In addition, please note that we will always give priority to those who have actually applied for places over those who fulfil any of the criteria but have not actually made an application.)**

- 1 Looked after children (children in public care) or a child who was previously looked after.
- 2 Living in the catchment area.
- 3 Having brothers or sisters who are already at the school when your child is due to start

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- 4 Children currently attending a named feeder school.
- 5 The last factor is geographical. We will give priority to those living nearest to the school (if there is more than one route, the distance measured is the shortest available safe route for pedestrians), from the front door of the child's home address (including flats) to the main entrance of the school, using the local authority's computerised measuring system. If you would like more information or have any specific queries in relation to this you can contact the Schools Admissions Team.

Criteria 5 is also used as a tie-breaker. Whenever two children have the same priority based on criteria 2, 3 or 4, for example, then the child who lives closest to the school will be given the higher priority.

#### **Notes**

#### **Children who have an education, health, and care plan (EHCP) where the school is recorded in the plan**

These children will have undergone a statutory assessment of their special educational needs. Where the school is recorded in the plan, the school must admit the child.

#### **1. Looked after children**

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

#### **2. Rules for residence (catchment)**

On 31 December of the year before your child is due to go to secondary school, your child must be living in the school's catchment area. If you move to a school's catchment area after this date, we will not consider your request until we have firm proof (documentary evidence) that you are about to move (for example, a solicitor's letter confirming that exchange of contracts has taken place or a rental agreement). We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given. Where parents have shared access to a child only one address can be accepted, parents must agree which address is to be used for the purposes of allocating a school place. If parents cannot agree on an address the local authority will use the address to where the Child Benefit is paid.

#### **3. Rules for siblings**

Included in this factor are brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters or the child of the parent/carer's partner living at the same address and who will be attending the school / academy at the expected time of admission. In the event of two applications for one vacancy using the above criteria, the authority will apply a tie breaker decision based on geographical distance. The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and the other(s) is/are not.

#### **4. Feeder Schools**

The named feeder schools for John Whitgift Academy are:

Wybers Wood Academy

Willows Academy

Macaulay Primary Academy

These schools are all part of the Delta Academies Trust

#### **Appeals**

If we cannot meet your school preference you can appeal against the decision to an independent appeals panel.

#### **Waiting lists**

If your child is refused admission, your child's name will be placed on the waiting list. The waiting list is based on the published admission criteria and all children are kept on that list in order of the criteria for at least the first term of the academic year.

#### **Fair Access Protocol**

North East Lincolnshire Local Authority has a Fair Access Protocol. The Fair Access Protocol ensures that unplaced children, especially the most vulnerable, are offered a place at a suitable school, academy, or educational provision as quickly as possible. This includes admitting children above the Published Admission Number (PAN) to schools / academies that are already full.

#### **Admission of children outside their normal age group**

Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group.

Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Secondary School Admissions Coordinated Scheme i.e. for secondary transfer to Year 7. All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers and the best interests of the child.

It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in both primary school and on later transfer to secondary school.

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# **Oasis Academy Immingham Admission Policy 2021-2022**

## **1 Introduction**

1.1 This document sets out the admission arrangements for Oasis Academy Immingham, throughout this document referred to as 'the Academy'. These arrangements are without prejudice to the provisions of Annex B in the Master Funding Agreement (relating to statemented students).

1.2 Any changes to the arrangements set out in this document, with the exception of setting a published admission number higher than the agreed admission number for a specific year, must be approved in advance by the Secretary of State.

1.3 Oasis Academy Immingham is a non-selective school open to students of all religious faiths or those of no faith.

## **2 School Admissions Code/School Admissions Appeal Code**

2.1 The Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code and the School Admissions Appeal Code) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools.

2.2 Reference in the codes to admission authorities shall be deemed to be references to Oasis Community Learning. References to 'the LA' shall be deemed to be references to the North East Lincolnshire Local Authority. In particular, the Academy will participate in the co-ordinated admission arrangements operated by the LA.

2.3 Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named student to the Academy on application from an LA. Before doing so the Secretary of State will consult the Academy.

## **3 Admission arrangements approved by the Secretary of State**

The admission arrangements for the Academy and, subject to any changes approved by the Secretary of State, for subsequent years are:

3.1 The Academy has an agreed admission number of 180 students. The Academy will accordingly admit at least 180 students in the relevant age group each year if sufficient applications are received.

3.2 The Academy may set a higher admission number as its published admission number for any specific year. Before setting an admission number higher than its agreed admission number, the Academy will consult those listed at paragraph 12.2 below. Students will not be admitted above the published admission number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

## **4 Admissions procedures**

4.1 Application process - Applications for places at the Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Common Application Form (CAF) provided and administered by the LA.

4.2 The Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the LA:

- The Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September. The Academy will also provide information to the LA for inclusion in the composite prospectus, as required
- June/July - The Academy will provide opportunities for parents/carers to visit the Academy
- October - CAF to be completed and returned to the LA to administer
- November/December - LA sends applications to Academy
- January - Academy sends list of students to be offered places to LA
- February - LA applies agreed scheme for own schools, informing other LAs of offers to be made to their residents
- 1st March offers made to parents/carers.

## **5 Consideration of applications**

5.1 The Academy will consider all applications for places. Where fewer than 180 applications are received, the Academy will offer places to all those who have applied.

## **6 Procedures where the Academy is oversubscribed**

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with an Education, Health and Care Plan (EHCP) where the Academy is recorded in the plan, we will use the following factors, in priority order, to decide which students will be given places.

### **1. Looked after children and previously Looked after children**

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children

and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

**2. Living in the catchment area** (The Local Authority's booklet 'Applying for a secondary school - A Guide for Parents' provides information on the catchment area).

**3. Siblings** of students who will be attending the Academy and living at the same address on the date when the applicant would be admitted. The term 'sibling' means a full, step, half, adopted or fostered brother or sister, but not cousins. The Academy reserves the right to ask for proof of relationship.

**4. Children who live the nearest distance from the Academy**. The distance, which determines how close the child lives to the Academy, (if there is more than one route, the distance measured is the shortest available safe route for pedestrians), from the front door of the child's home address (including flats) (is the direct line measurement from the front door of the permanent home address) to the main entrance to the Academy site, using the Local Authority's computerised measuring system. The child's permanent address is where he or she normally lives and sleeps and from where they go to school. Proof of residence can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the Academy, the offer of a place will be withdrawn and the application cancelled.

Please note:

Should there be more applicants from criterion 1 or 2 than places available, then criterion 4 will be used to determine who will be allocated a place.

### **7 Operation of waiting lists**

7.1 Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate for at least one term after the admission date. This will be maintained by the Academy and it will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

7.2 Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 6.1.

7.3 Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **8 Arrangements for appeals panels**

8.1 Parents/carers will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The

Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the Code on School Admissions Appeals published by the Department for Education (DfE) as it applies to Foundation and Voluntary Aided schools. (Appendix 1)

8.2 The determination of the appeal panel will be made in accordance with the Code of Practice on School Admissions Appeals and is binding on all parties. The Academy should prepare guidance for parents/carers about how the appeals process will work and provide parents/carers with a named contact who can answer any enquiries parents/carers may have about the process.

8.3 Admission of children outside their normal age group

Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Secondary School Admissions Coordinated Scheme i.e. for entry into Year 7. All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school / academy, decision of the relevant admission authority and the best interests of the child.

If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school / academy which may not be successful.

It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in secondary school and later into a further education placement.

### **9. Arrangements for admitting students to other year groups, including replacing any students who have left the Academy**

9.1 Parents may apply directly to the Academy who will then inform the LA that an admission request has been received.

9.2 A designated number of 180 students applies to Year Groups 8 to 11.

9.3 If more applications are received than there are places available, the oversubscription criteria shall apply. Parents/carers whose application is turned down are entitled to appeal.

10 Arrangements for admission of students as the Academy builds to its full capacity

10.1 The Academy opened on 1st September 2007 with a published admission number relating solely to students in Year 7. The Academy will admit up to 180 students to Year 7 in subsequent years as the school builds up to full capacity.

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## **11 Annual procedures for determining admission arrangements**

11.1 The Academy shall consult each year on its proposed admission arrangements if there are any changes to the current arrangements.

11.2 The Academy will consult by 31<sup>st</sup> January:

- Academy's home LA
- Primary and secondary schools in the area
- Parents/carers in the area
- Affected admission authorities in neighbouring LA areas
- Community groups
- Teaching unions (if admission numbers are rising)
- The sponsor for the Academy (Oasis Community Learning).

11.3 Following consultation, the Academy will consider comments made by those consulted. The Academy will then determine its admission arrangements by 28<sup>th</sup> February of the relevant year and notify those consulted what has been determined.

## **12 Publication of admission arrangements**

12.1 The Academy will publish its admission arrangements each year once these have been determined, by:

- Details of admission arrangements are published on the Academy and NEL websites
- Copies being made available without charge on request from the Academy

12.2 The published arrangements will set out:

- The name and address of the Academy and contact details
- A summary of the admissions policy, including oversubscription criteria
- A statement of any religious affiliation
- Arrangements for hearing appeals.

## **13 Representations about admission arrangements**

13.1 Where any of those bodies that were consulted, or that should have been consulted, make representations to the Academy about its admission arrangements, the Academy will consider such representations before determining the admission arrangements.

13.2 Where the Academy has determined its admission arrangements and notified all those bodies whom it has consulted, and any of those bodies object to the Academy's admission arrangements they can make representations to the school's adjudicator. The school's adjudicator will consider the representation and in so doing will consult the Academy. Where he judges it appropriate, the Secretary of State may direct the Academy to amend its admission arrangements.

13.3 Those consulted have the right to ask the Academy to increase its proposed published admissions number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct the Academy to increase its proposed published admissions number. The Secretary of State will consult the Academy and will then determine the published admission number.

13.4 The Secretary of State may direct changes to the Academy's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed published admissions number.

## **14 Proposed changes to admission arrangements by the Academy after arrangements have been published**

14.1 Once the admission arrangements have been determined for a particular year and published, the Academy will propose changes only if there is a major change of circumstances.

14.2 In such cases, the Academy must notify those consulted under paragraph 11.2 above of the proposed variation and must then apply to the Secretary of State setting out:

- The proposed changes
- Reasons for wishing to make such changes
- Any comments or objections from those entitled to object.

## **15 Need to secure Secretary of State's approval for changes to admission arrangements**

15.1 The Secretary of State will consider applications from the Academy to change its admission arrangements only when the Academy has notified and consulted on the proposed changes as outlined in 12.2.

15.2 Where the Academy has consulted on proposed changes the Academy must secure the agreement of the Secretary of State before any such changes can be implemented. The Academy must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.

15.3 The Secretary of State can approve, modify, or reject proposals from the Academy to change its admission arrangements.

## **16 Admission records**

16.1 Records of applications and admissions shall be kept by the Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.

## **Appendix 1 Admission appeals procedure**

Oasis Community Learning Admission Appeals Information

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### **Admission Authority**

1 Oasis Community Learning is the Admission Authority for its Academies. Therefore, Oasis Community Learning is required to make arrangements for the hearing of appeals against decisions not to offer a place to a child at the Academy.

### **Admission Appeals**

2 Parents/carers have a right to appeal in the event that their application for a place in an Academy is unsuccessful. Appeals should be lodged with the Clerk to the Appeal Panel within 20 days of the date of the letter notifying that the application was unsuccessful. Appeals inside the normal admission round are normally held in April or May, whilst appeals for admission outside the normal admission round ('in year appeals') will be held within 30 school days of the appeal being lodged.

### **Late Appeals**

3 Where an appeal is submitted after more than 20 days of notification of the decision, the appeal may be held at a later date. In year appeals (i.e. those outside the normal admissions round) will always be held within 30 school days of being lodged.

### **Appeal Panel**

4 Admission appeals are heard by an independent Appeal Panel of three members, established by the LA. At least one member of the Panel is a lay member; that is, someone without personal experience in the management of any school or the provision of education in any school. At least one member has experience in education; that is, someone who is acquainted with educational conditions in the area or who is a parent/carer of a registered student at a school. One member acts as Chair of the Panel.

5 No-one may be a member of the Appeal Panel if they were party to the decision not to admit the child about whom the appeal is concerned, or took part in any discussions about how the decision was reached.

6 Parents/carers should not attempt to discuss matters relating to their appeal with any member of the Appeal Panel prior to the meeting.

### **The Powers of the Appeal Panel**

7 The Appeal Panel's decision is binding on the Admission Authority. If the Panel upholds the appeal presented by the parents/carers, the child must be admitted to the Academy.

8 An Appeal Panel decision can only be overturned by the Courts, where the parents/carers or Admission Authority are successful in applying for Judicial Review of that decision.

9 The Appeal Panel cannot hear complaints or objections on the wider aspects of admission policies and practice. The Appeal Panel cannot change the Academy's admission criteria. The Academy's admission criteria are in section 6 of this policy.

### **Action prior to the Appeal Panel meeting**

10 Parents/carers have the right to attend the Appeal Panel meeting and to present their appeal orally to the Panel. However, in addition, parents/carers may provide their appeal in writing with any supporting evidence to the Clerk of the Appeal Panel prior to the meeting. Written material received seven days before the date of the appeal meeting will be sent to the Appeal Panel members prior to the meeting so that they can study the material in advance.

11 The Academy may also present its representations and evidence to the Clerk at least seven days before the date of the appeal meeting so that they may be read in advance by the Appeal Panel members.

12 Any materials presented by the Academy will be sent in advance to the parents/carers and any materials presented by the parents/carers will be sent in advance to the Academy. The basic principle followed is that all information presented to the Clerk as part of the appeals process is available to all parties to the appeal.

### **Notice of the Appeal Panel meeting**

13 Parents/carers will receive written notice at least 10 days before the date their appeal will be heard unless the parent/carer agrees to a shorter notice period.

### **Representation**

14 Parents/carers are encouraged to attend the Appeal Panel meeting in person and to make oral representations; that is, to clarify or supplement their written appeal. The parent/carer may be accompanied by a friend, adviser or be represented. Parents/carers may also bring an interpreter. In all circumstances where the parents/carers intend to bring along someone else, parents/carers should give advance notice to the Clerk preferably at least 3 working days prior to the meeting of the name of the other person attending and the capacity in which they are attending.

### **The Appeal Panel meeting**

15 The Appeal Panel hearing is in two parts. First, the Academy's Presenting Officer presents the case that to admit any more students would prejudice the provision of efficient education or use of resources. This part of the hearing may involve a number of parents/carers together. The parents/carers are given the opportunity to question the Presenting Officer. Second, the parents/carers are given the opportunity to present to the Appeal Panel individually (without other parents/carers present). The

Chair of the Appeal Panel ensures that the stages of the second part of the meeting take the following order:

- a The parents/carers present their case to the Panel.
- b The Presenting Officer is given the opportunity to question the parents/carers.
- c The Presenting Officer sums up the Admission Authority's case.
- d The parents/carers sum up their case.

16 The Appeal Panel members may ask questions at any time if they require clarification of what is being said or if they need information in order to reach a decision.

17 The written decision of the Appeal Panel will normally be sent to the parents/carers by the Clerk within seven days of the meeting.

#### **Non-attendance at the Appeal Panel hearing**

18 The Appeals Administrator will inform the parent/carer of the date and time of the Appeal Panel hearing both by letter.

19 If through unforeseeable circumstances, the parents/carers are unable to attend the hearing on the day, they must telephone the Appeals Administrator immediately and give the reason for the non-attendance. The parents/carers will be asked if they want the appeal to go ahead in their absence. If they wish to seek another appointment, the matter will be referred to the Chairman of the Appeal Panel who will decide, based on the parents'/carers' reason for non-attendance, whether to hear the appeal in the absence of the parents/carers or defer consideration to a subsequent hearing.

20 Where parents/carers fail to attend and do not provide a valid reason the Appeal Panel will consider the appeal in the absence of the parents/carers.

#### **Further information**

21 Any queries about the appeals process should be made to the Appeals Service:

Legal Services, Resources Directorate, Municipal Offices, Town Hall Square, Grimsby North East Lincolnshire Tel: (01472)324149. All correspondence should be addressed to: Clerk to the Appeal Panel

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## **Oasis Academy Wintringham Admissions Policy 2021-2022**

The Academy's Executive Board (Governing Body) is the admission authority for the Academy. Applications for transition from Year 6 (Primary school) to Year 7 (Secondary school) are coordinated and should be sent via the Local Authority.

#### **The Academy ethos and values**

We have high expectations and no excuses with regards to academic progress, behaviour for learning and dress, as well as upholding the PRIDE values of our Academy. We ask all parents applying for a place to respect this ethos, our values, and their importance to individual young people, the Academy, and the local community.

**P**erseverance - A sense of perseverance to keep going for the long haul.

**R**elationships - A commitment to healthy open relationships.

**I**nclusion - A passion to include everybody.

**D**iversity - A desire to treat everyone equally, respecting Diversity.

**E**verlasting Hope - A deep sense of Everlasting Hope that things can change and be transformed.

#### **Primary to Secondary Admissions**

1. If the number of applications for places is within the published admission number set for the Academy, a place will be allocated to everyone who applies.

The published admission number (PAN) for 2021/22 is 180.

2. Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with an Education, Health and Care Plan (EHCP) where the Academy is recorded in the plan, we will use the following factors, in priority order, to decide which students will be given places.

**(In addition, please note that we will always give priority to those who have actually applied for places over those who fulfil any of the criteria but have not actually made an application.)**

- 1 Looked after children (children in public care) or a child who was previously looked after.
- 2 Living in the catchment area.
- 3 Having brothers or sisters who are already at the school when your child is due to start there.
- 4 Up to 20 places for children attending the Player Development Program part of Grimsby Town Youth Academy.
- 5 Children of staff.
- 6 The last factor is geographical. We will give priority to those living nearest to the school (if there is more than one route, the distance measured is the shortest available safe route for

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pedestrians), from the front door of the child's home address (including flats) to the main entrance of the school, using the local authority's computerised measuring system.

Criteria 6 is also used as a tie-breaker. Whenever two children have the same priority based on criteria 2 for example, then the child who lives closest to the school will be given the higher priority.

### **Waiting Lists (entry in to Year 7)**

If your child is refused admission to the Academy, your child's name will be placed on the Academy's waiting list. The Academy's waiting list is based on the published admission criteria and all children are kept on the list in order of the criteria for at least the first term of the academic year.

#### **Notes**

**Children who have an education, health, and care plan (EHCP) where the school is recorded in the plan.** These children will have undergone a statutory assessment of their special educational need(s). Where a school is recorded in the plan, the school must admit the child.

#### **1 Looked After Children (LAC)**

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously Looked After refers to those children who immediately after being looked after became subject to an adoption order, (under section 46 of the Adoption and Children Act 2002), residence order (under Section 8 of the Children Act 1989), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

#### **2 Rules of Residence (Catchment)**

On 31 December of the year before your child is due to go to primary/secondary school, your child must be living in the school's catchment area. If you move to a school's catchment area after this date, we will not consider your request until we have firm proof (documentary evidence) that you are about to move (for example, a solicitor's letter confirming that exchange of contracts has taken place or a rental agreement). We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given. Where parents have shared access to a child only one address can be accepted, parents must agree which address is to be used for the purposes of allocating a school place. If parents cannot agree on an address the local authority will use the address where the Child Benefit is paid.

#### **3 Rules for Siblings**

Included in this factor are brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters or the child of the parent/carer's partner living at the same address and who will be attending the school at the expected time of admission. In the event of two applications for one vacancy using the above criteria, the authority will apply a tie breaker decision based on geographical distance. The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and the other(s) is/are not.

#### **4 Rules for children attending the Player Development Program**

Confirmation of membership of the Player Development Program is at the discretion of the Head of Youth at Grimsby Town Football Academy.

#### **5 Rules for Children of Staff**

Included in this factor are children of staff in either or both of the following circumstances:

- Where a member of staff has been employed at the school for two or three years at a time at which the application for admission to the school is made, and/or
- The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

#### **Appeals**

Parents have a legal right to appeal against a decision not to admit a child to the Academy. The school will be happy to provide information about this on request.

#### **Fair Access Protocol**

The Academy works collaboratively with the Local Authority and their Fair Access Protocol (FAP). The FAP ensures that unplaced children, especially the most vulnerable, are offered a place at a suitable school, Academy, or educational provision as quickly as possible. This includes admitting children above the Published Admission Number (PAN) to schools/Academies that are already full.

#### **Admission of children outside of the normal year (age) group**

In reference to paragraph 2.17 of the School Admissions Code, if a parent requests their child to be admitted outside of their normal age group, the admissions authority will decide on the basis of the circumstances provided.

#### **Academy Visits**

The Academy holds an annual Open Evening for prospective parents/carers and students. The date for this is widely advertised in the media as well as on the Academy website. If you would like the opportunity to see the Academy at work during the day, please contact the school office for further information.

#### **In Year Admissions**

Applications outside the normal admissions round can be made direct to the Academy.

#### **Monitoring & Reviewing**

The Academy Council, along with Oasis Community Learning (our sponsor) and the local authority will review this policy on an annual basis.

#### **Contact Details**

If you require any further advice or assistance, please contact the Academy.

Oasis Academy Wintringham, Weelsby Avenue, Grimsby, NE Lincs., DN32 0AZ, 01472 871811

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## **Ormiston Maritime Academy Admissions Policy 2021-2022**

### **2 Academy admissions**

Apply online at [www.nelincs.gov.uk](http://www.nelincs.gov.uk) and use the 'Apply for It' link

The academy admits students between the ages of 11-16. The main intake is in Secondary education. We encourage entry at the academy's main intake time to aid academic progression without interruption, however, applications are welcome for entry in any year.

## **2.1 Definitions**

The academy uses the following definitions when applying this policy

### **2.1.1 Distance**

This is the safest walking distance between the academy main gate and the child's home address (front door). The distance will be measured using the NELC computerized measuring system. Where two dwellings with the same front entrance the closest dwelling to the front door (lower floor and counting clockwise) will be regarded as being closer to the academy.

### **2.1.2 Dual address**

Where a child lives at two different addresses, the 'home' address will be determined as the address at which the child resides for the majority of school nights. School nights are Sunday night to Thursday night inclusive. In a case where the child spends an equal number of school nights at each address, then the address where the child benefit is paid will be used. Where no child benefit is claimed the address used to register the child with a doctor will be used.

### **2.1.3 Catchment area**

Admission of pupils on the basis of catchment proximity to Ormiston Maritime Academy will be as defined by NEL Council.

### **2.1.4 Siblings**

A sibling is defined as:

A brother or sister (including half brothers or sisters) who shares one or both parents, whether resident in the same household. A stepbrother or sister where the two children are related by a parent's marriage. An adopted or foster child living in the same household under the terms of the residents' order

Another child living in the same household where the adult has parental responsibility.

In the case of twins or other children from multiple births (two or more siblings in one-year group) and where only one place is available, the application will be considered together as one application.

## **2.2 Eligibility criteria**

2.2.1 In line with The Schools Admissions Code 2014 ("the Code") Ormiston Maritime Academy will respond to applications for children from overseas in accordance with European Union law or Home Office rules for non European Economic Area nationals. Ormiston Maritime Academy will not refuse a school place simply because of doubts about the child's immigration status.

## **2.3 Waiting list**

2.3.1 If the number of applicants exceeds the number of places available, children who have been refused a place will be automatically placed on a waiting list unless there is a specific request that this should not happen. The child may gain entry to the academy if a place becomes available.

2.3.2 The academy will maintain a waiting list until 31 December following the main academy intake. Each added child will require the list to be ranked again in line with the academy's oversubscription criteria in which the application was originally considered. Priority will not be given to children based on the date their application was received or the date when they were added to the list.

## **2.4 Withdrawal of a place**

2.4.1 The academy will only withdraw an offer of a place if:

The place was offered in error

Acceptance of the place was not received in a reasonable period

The offer was obtained through a fraudulent or intentionally misleading application (the academy may request evidence to ensure the child meets the admissions criteria) – if this occurs the application will be considered afresh

The academy will not withdraw the place if the student has started at the academy unless the place was obtained fraudulently. If this is the case then the academy will decide whether to withdraw the place based on the circumstances including the length of time the child has been at the academy.

## **2.5 Determining arrangements and consultation**

2.5.1 Admissions arrangements will be set annually, this will happen even if there are no changes from previous years and a consultation is not required.

2.5.2 If the academy changes any significant aspect of the admissions procedure then OAT will be informed prior to making changes and beginning the consultation process. Any significant changes proposed by the academy must be approved by OAT.

2.5.3 The academy will consult on admissions arrangements when changes to the academies arrangements are proposed (no consultation is required for an increase in PAN or changes to ensure compliance with the admissions regulations). Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that we must consult on our admission arrangements at least once every seven years, even if there have been no changes during that period.

2.5.4 We will publish any consultation for admissions on our website and notify appropriate stakeholders. If there are any substantive responses to the academy's consultation, then these will be sent to OAT. Any subsequent changes will be made will be in consultation with OAT.

2.5.5 Once our admissions arrangements have been determined we will notify the appropriate bodies and publish a copy of the determined arrangements on our website.

## **2.6 Admission of children outside their normal age group**

2.6.1 Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. If parents wish to do this they must contact, in the first instance, [office@omacademy.co.uk](mailto:office@omacademy.co.uk). Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.

2.6.2 The decision whether a child is admitted outside of their normal age group will be made on a case by case basis by the academy's governing body. A panel of at least three governors will consider the admission request based on the student's:

Academic ability

Social and emotional development

Views of the parents and principal; and

Any additional relevant information available

2.6.3 The panel will have to be satisfied that the child would be able to cope with the work of the year applied for and that the student would be able to cope with the personal development whilst being with a year group who are of a different age. In order to support any application parents will need to submit evidence to demonstrate that the admission into a different year group is in the best interests of the child.

2.6.4 Once the governing body has made a decision the child can then apply to the academy using the process detailed in this policy. Parents have a statutory right to appeal against the refusal of a place however this right does not apply if the child is offered a place at the academy, but it is not in their preferred age group.

## **2.7 Complaints about admissions arrangements**

2.7.1 Any person, or body, can make an objection to the Schools Adjudicator when they consider the academy's arrangements are unlawful, or not in compliance with the School Admissions Code / relevant legislation relating to admissions.

2.7.2 Complaints about the appeals panel can be made to the Secretary of State.

## **Secondary admissions**

The process detailed in this section is for admissions for secondary admissions. For further information on this process please contact the Compliance Officer at [compliance@omacademy.co.uk](mailto:compliance@omacademy.co.uk) or telephone 01472 310015.

## **Number of spaces (PAN)**

The academy has an agreed admission number of 190 per year.

## **Application process**

Applications for the 2021-2022 academic year begins 7 September 2020.

To apply you need to complete the local authority's (LA) common application form (CAF) and submit this directly to the LA or child's primary school by the deadline, 31 October. The CAF form can be obtained from the School Admissions, Access and Inclusion Service, Civic Offices, Knoll Street, Cleethorpes, N E Lincs, DN35 8LN telephone 01472 326291 (option 4), website [www.nelincs.gov.uk](http://www.nelincs.gov.uk). Parents are asked to apply online, or they can request a form from the child's primary school, or from our website or from the local authority.

Late applications will not be considered until all other applications have been reviewed.

All offers of secondary places will be made through the LA. The academy will not contact parents about the outcome of their application until the offer from the local authority has been received. All offers will be made on the secondary national offer day (1 March or the next working day).

## **Oversubscription criteria**

If the academy receives more applications than there are available places then children with the academy named on an education, health care plan (EHCP) or equivalent will be automatically admitted to the academy. If there are still places available, priority for admission will be given to those children who meet the oversubscription criteria set out below:

- 1) Looked after children and those who were previously looked after but immediately after being looked after was adopted or became subject to a child arrangements order or special guardianship order. A looked after child is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989).
- 2) Having brothers or sisters (siblings) who are already at the school when your child is due to start.
- 3) Living in the catchment area, as defined by the local authority.
- 4) Children of staff employed at the Academy.
- 5) Geographical. The Academy will give priority to those living nearest to the Academy

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If the academy still has an oversubscription then a further tie breaker will be used. Criteria 3.3.1e will be used as a tie-breaker whenever two children have the same priority based on any criteria in 3.3.1 a, b, c, d.

### **In-year admissions**

Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year and are dealt with in accordance with the local authorities Fair Access Protocol. In-year admissions forms can be obtained from Ormiston Maritime Academy or from the School Admissions Team tel 01472 326291 (option 4).

Students included in the Fair Access Protocol will take precedence over those held on the waiting list. (Decisions on pupils allocated by Fair Access Panel are made on the day of the panel)

If the academy refuses entry, the local authority may request a direction from the Education Funding Agency (on behalf of the Secretary of State). The academy will set out its reasons for refusal in writing to the local authority within 15 calendar days (for CLA this is reduced to seven calendar days) and may make further representations directly to the EFA (these will be made within seven calendar days). The decision of the Secretary of State will be binding upon the academy.

### **Unsuccessful applications**

The academy will inform the child's parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.

A child is allowed to be on the academy waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the academy.

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## **Tollbar Academy Admissions Policy 2021-2022**

The published admission number (PAN) for 2021 - 2022 is: 360.

As a constituent academy within the Multi-Academy Trust, Tollbar insists on the highest standards of behaviour and diligence. Governors expect full compliance with the dress code.

Tollbar, as a non-selective and inclusive Academy, welcomes children regardless of their aptitude or ability. The Board of the Multi Academy Trust is the Admissions Authority with the Local Governing Body responsible for the administration of the admission arrangements. The Board remains responsible for any appeals.

If the number of applications for places at the Academy is greater than the admission number set for that year group, applications will be considered against the criteria set out below. After the admission of children with statements of special educational needs/Education Health Care Plan (EHCP), where the Academy is named in part IV of the statement/recorded in the Plan, we will use the following factors, in priority order, to decide which students will be given places:

- 1 Looked after children (children in public care), or previously looked after children.
- 2 Pupils with brothers or sisters who are already at the Academy
- 3 Pupils whose main residence is within the catchment area as set by North East Lincolnshire County Council. Addresses are identified in Appendix A.
- 4 Attending Pilgrim Academy; a primary academy which is a member of Tollbar Multi Academy Trust.
- 5 Attending Reynolds Academy; a primary academy which is a member of Tollbar Multi Academy Trust
- 6 Children of staff employed at Tollbar Academy.
- 7 Proximity to the Academy.

Criterion 7 may be used as a tiebreaker.

### **Definitions of terms used in the admission arrangements**

#### **Notes: Children who have a statement of special education needs where the Academy is recorded in the Education Health Care Plan (EHCP)**

These children will have undergone a statutory assessment of their special educational needs. Where an academy is named in the statement/recorded in the EHCP, the Academy must admit the child.

#### **1. Looked after children**

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with Section 22 of the Children's Act 1989. Previously Looked After refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under a series of short-term placements (respite care) are excluded.

#### **2. Rules for Siblings**

Included in this factor are biological siblings, stepbrothers and sisters and half-brothers and sisters living at the same address and who will be attending the Academy at the expected time of admission.

A sibling in Year 11 will be presumed to continue their education in the Sixth Form. It should be noted that there are entry requirements for the Sixth Form.

#### **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 be allowed to go above its admission number as necessary to admit all the children.

#### **3. Rules for Residence**

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 who has parental responsibility for the child as defined in the Children Act 1989.

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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 term time, they can choose which address to use on the application. If the parents cannot agree on address we will use the address where child benefit is paid.

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.

We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given.

#### **4. Rules for Primary School - Pilgrim Academy**

A child must be attending Pilgrim Academy at the time of application. Pilgrim Academy is a member of Tollbar Multi Academy Trust and shares curricula, staffing, and resources with Tollbar Academy. The curriculum follows through from Pilgrim Academy to Tollbar Academy. The Trust sees students' education between Key Stage 2 and Key Stage 3 as "all-through education".

The ethos, policies and practices for students and staff at Pilgrim Academy and Tollbar Academy are the same. The Administration of Tollbar Academy and Pilgrim Academy are centralised within the Trust model and therefore there are significant links within this area.

#### **5. Rules for Primary School - Reynolds Academy**

A child must be attending Reynolds Academy at the time of application. Reynolds Academy is a member of Tollbar Multi Academy Trust and shares curricula, staffing, and resources with Tollbar Academy. The curriculum follows through from Reynolds Academy to Tollbar Academy. The Trust sees students' education between Key Stage 2 and Key Stage 3 as "all-through education". The ethos, policies and practices for students and staff at Reynolds Academy and Tollbar Academy are the same. The Administration of Tollbar Academy and Reynolds Academy are centralised within the Trust model and therefore there are significant links within this area.

#### **6. Children of staff at the Academy**

Either (a) where a member of staff has been employed by Tollbar Academy for two or more years at the time the application for admission is made.

Or (b) where a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

#### **7. Distance**

Distance will be measured by the shortest and safest walking route from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

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 who has parental responsibility for the child as defined in the Children Act 1989. 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 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. In the event of more than one child living the exact same safest walking distance then each child will be admitted.

#### **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 co-ordinated 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.

#### **Appeals against a decision not to admit a child to the Academy**

Parents have a legal right to appeal against a decision not to admit a child to the Academy. The Academy will be happy to provide information about this on request.

#### **Appeals Timetable**

- Appellants have 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal;
- Appellants receive at least 10 school days' notice of their appeal hearing;
- Appeal decision letters are sent within five school days of the hearing wherever possible.

#### **Admission of children outside their normal age group**

In reference to paragraph 2.17 of the School Admissions Code, if a parent requests their child to be admitted outside of their normal age group, the admissions authority will decide on the basis of the circumstances provided.

Parents wishing to make this request should contact the Multi Academy Trust 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. Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

This may 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

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- being born prematurely
- The views of the Principal.

### **Waiting Lists**

The Academy will operate a waiting list for at least the first term of the academic year of admission. Children's position on a waiting list will be determined solely in accordance with the published oversubscription criteria.

Where places become vacant they will be allocated to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant or someone leaves the waiting list.

### **Fair Access Protocol**

The Government has stated that all Local Authorities must have a Fair Access agreement that allows unplaced children, especially the most vulnerable, to be offered a place at a suitable school as quickly as possible.

### **Fraudulent or Misleading Applications**

As an admission authority for the Academy, the Trust has the right to investigate any concerns it has about an application and to withdraw the offer of a place if it is found there is evidence that parents have made a fraudulent claim or provided misleading information such as a false address.

The Trust reserves the right to check any information provided so that it can apply the oversubscription criteria accurately and fairly.

## Appendix 6 - Admissions policies for Sixth Forms

### Havelock Academy

See [Appendix 5](#), Admission Policies for Secondary Academies

### Tollbar Academy Sixth Form College Admissions Policy 2021-2022

Application to Tollbar Sixth Form College will be by published application form located at [www.Tollbaracademy.co.uk](http://www.Tollbaracademy.co.uk). Tollbar Sixth Form College has a published admissions number of 200 students for entry into Year 12. This includes students already studying at Tollbar Academy or Cleethorpes Academy.

Tollbar Sixth Form College delivers a largely academic curriculum that is based around AS Level and A Level. In order for students to be successful on these courses it is important that they achieve academic standards that indicate that these courses would be appropriate for them.

All students must meet the minimum entry requirements for their chosen route.

Individual subjects may be limited in the number of students they are able to accommodate. The College also reserves the right to withdraw a course if there are insufficient numbers of students wishing to take it up.

Admission to the Sixth Form will be determined by the Local Governing Body in accordance with the following criteria in the order set out below.

All students, including those already enrolled at Tollbar or Cleethorpes, must meet the criteria below:

- i) that the student has attained the specific academic requirements for entry to the courses, which are below;

Course	Minimum Entry Requirement
All courses	<ol style="list-style-type: none"> <li>GCSE English Language or English Literature at Level 5 or above</li> <li>GCSE Maths Level 5 or above</li> <li>Four GCSE's in addition to English and Maths at Level 5 or above</li> </ol>
<b><u>Additional Entry Requirements of individual courses:</u></b>	
Biology	GCSE Level 7 in Biology or Combined Science Level 7
Chemistry	GCSE Level 7 in Chemistry or Combined Science Level 7
Physics	GCSE Level 7 in Physics or Combined Science Level 7. Students taking Physics must also study A Level Maths.
Maths	GCSE Level 7 in Maths
Art	GCSE Level 6 in Art <b>OR</b> Graphics <b>OR</b> Textiles.
Business	GCSE Level 6 in either Business <b>OR</b> Economics <b>OR</b> Geography <b>OR</b> History
English Literature	GCSE Level 6 in English Language <b>OR</b> English Literature
Economics	GCSE Level 6 in either Business <b>OR</b> Economics <b>OR</b> Geography <b>OR</b> History
French	GCSE Level 6 in French
Geography	GCSE Level 6 Geography
History	GCSE Level 6 in History
ICT – Cyber Security	GCSE Level 6 in either ICT <b>OR</b> Computer Science
Media Studies	GCSE Level 6 in English
Music	GCSE Level 6 in Music <b>OR</b> Grade 5 Music Theory. Students must have at least Grade 6 on their chosen instrument.
PE	GCSE Level 6 in PE. Students who have not studied GCSE PE will need to have a Level 6 in GCSE Science. All students taking PE must be playing competitively in one of the sports on the A Level specification, and must understand that it is their responsibility to provide video evidence of themselves competing in their sport for assessment purposes.
Government and Politics	GCSE Level 6 in History <b>OR</b> Geography <b>OR</b> RE <b>OR</b> English
Psychology	GCSE Level 6 in Science
Philosophy	GCSE Level 6 in either RE <b>OR</b> English <b>OR</b> History
Sociology	GCSE Level 6 in either RE <b>OR</b> English <b>OR</b> History <b>OR</b> Geography
Spanish	GCSE Level 6 in Spanish

- ii) that there is a suitable course available with a vacancy; group size will be capped at 26 but may vary depending on the nature of the subject and availability of resources.

Apply online at [www.nelincs.gov.uk](http://www.nelincs.gov.uk) and use the 'Apply for It' link

The deadline for applications is 30 January of the year of admission. Late applicants will be admitted only if space remains in the Sixth Form. They should be aware that spaces may be available on a limited number of courses.

The Governors will allocate places on **oversubscribed criteria**, to those eligible students in the following priority order:

- i Looked After and previously Looked After Children
- ii Students who have attended Tollbar Academy or Cleethorpes Academy which is a member of the Tollbar Multi Academy Trust
- iii Students with brothers or sisters who are already attending Tollbar Academy
- iv Students of staff employed by Tollbar Academy for a minimum of two years
- v Proximity to the Academy

Candidates not offered a place have a right of appeal to the independent appeals panel.

#### **Definitions of terms used in the admission arrangements**

#### **Notes: Children who have a statement of special education needs where the Academy is recorded in the Education Health Care Plan (EHCP)**

These children will have undergone a statutory assessment of their special educational needs. Where a school is named in the statement/recorded in the EHCP, the Academy must admit the child.

#### **1 Looked after children**

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with Section 22 of the Children's Act 1989. Previously Looked After refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under a series of short term placements (respite care) are excluded.

#### **2 Rules for Siblings**

Included in this factor are biological siblings, stepbrothers and sisters and half-brothers and sisters living at the same address and who will be attending the Academy at the expected time of admission.

#### **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 be allowed to go above its admission number as necessary to admit all the children.

#### **3 Rules for Residence**

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 who has parental responsibility for the child as defined in the Children Act 1989.

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 term time, they can choose which address to use on the application. If the parents cannot agree on the address to be used we will use the address where the child benefit is paid.

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.

We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given.

#### **4 Rules for attending Cleethorpes Academy**

A child must be attending Cleethorpes Academy at the time of application.

#### **5 Children of staff at the Academy**

Either (a) where a member of staff has been employed by Tollbar Academy for two or more years at the time the application for admission is made.

Or (b) where a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

#### **6 Distance**

Distance will be measured by the shortest and safest walking route from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

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 who has parental responsibility for the child as defined in the Children Act 1989.

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 term time, they can choose which address to use on the application.

Apply online at [www.nelincs.gov.uk](http://www.nelincs.gov.uk) and use the 'Apply for It' link

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.

In the event of more than one child living the exact same safest walking distance then each child will be admitted.

#### **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 co-ordinated application 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.

#### **Appeals against a decision not to admit a child to the Academy**

Parents have a legal right to appeal against a decision not to admit a child to the Academy. The Academy will be happy to provide information about this on request.

#### **Appeals Timetable**

- Appellants have 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal;
- Appellants receive at least 10 school days' notice of their appeal hearing;
- Appeal decision letters are sent within five school days of the hearing wherever possible.

#### **Admission of children outside their normal age group**

In reference to paragraph 2.17 of the School Admissions Code, if a parent requests their child to be admitted outside of their normal age group, the admissions authority will decide on the basis of the circumstances provided.

Parents wishing to make this request should contact the Multi Academy Trust 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.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

This may 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 Principal.

#### **Waiting Lists**

The Academy will operate a waiting list for at least the first term of the academic year of admission. Children's position on a waiting list will be determined solely in accordance with the published oversubscription criteria.

Where places become vacant they will be allocated to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant or someone leaves the waiting list.

#### **Fair Access Protocol**

The Government has stated that all Local Authorities must have a Fair Access agreement that allows unplaced children, especially the most vulnerable, to be offered a place at a suitable school as quickly as possible.

#### **Fraudulent or Misleading Applications**

As an admission authority for the Academy, the Trust has the right to investigate any concerns it has about an application and to withdraw the offer of a place if it is found there is evidence that parents have made a fraudulent claim or provided misleading information such as a false address.

The Trust reserves the right to check any information provided so that it can apply the oversubscription criteria accurately and fairly.

## Appendix 7 - How to access Ofsted and Performance Table information

1. Ofsted reports and dates of future inspections are available from the following:

- <http://reports.ofsted.gov.uk> (or via [www.gov.uk](http://www.gov.uk))
- Direct from the school concerned

2. The performance league tables are available from:

[www.gov.uk/schools/performance/](http://www.gov.uk/schools/performance/)

## Appendix 8 - School Term Dates

Please note some schools in North East Lincolnshire may set their own term dates which may not be the same as the ones published below. These will be placed on North East Lincolnshire Council's website as and when received [www.nelincs.gov.uk](http://www.nelincs.gov.uk).

### North East Lincolnshire School Term Dates 2021 - 2022

TERM	YEAR	OPEN	CLOSE
1	2021	Thursday 2 September	Friday 22 October
2		Monday 1 November	Thursday 16 December
<b>Bank Holidays – Monday 27 December, Tuesday 28 December 2021, Monday 3 January 2022</b>			
3	2022	Wednesday 5 January	Friday 11 February
4		Monday 21 February	Friday 1 April
<b>Bank Holidays – Friday 15 April, Monday 18 April</b>			
5	2022	Wednesday 20 April	Friday 27 May
<b>Bank Holidays – Monday 2 May, Monday 30 May</b>			
6	2022	Monday 6 June	Thursday 21 July

#### Teacher Training Days:

The above dates represent the statutory requirement for schools to be open for **190 days** for pupils. Schools will need to identify a further **5 training days outside** the dates shown.

Apply online at [www.nelincs.gov.uk](http://www.nelincs.gov.uk) and use the 'Apply for It' link

## Appendix 9 - Useful contacts and websites

### School Admissions

Services provided:

Information and advice to parents / carers on:

- Admissions to schools
- Admission appeals
- School term dates

Contact:

General enquiries (01472) 326291 (Option 4)

### Home to School Transport

Services provided:

Information and advice to parents / carers relating to home to school transport

- Information on transport eligibility
- Bus passes
- Provisions of transport for children with special educational needs

Contact:

General enquiries (01472) 326291 (Option 2)

### Education Welfare Service

Services provided:

Information to parents on school attendance related issues including:

- Attendance at school
- Sign post support to other agencies
- Advice on child employment
- Advice on child entertainment
- Chaperone licences

Contact:

General enquiries (01472) 326291 (Option 1)

### Special Educational Needs and Review Team

Services provided:

Information and advice to parents on matters relating to the identification and assessment of pupils with special educational needs including:

- Statutory assessment procedures
- Education, health, and care plans
- Annual review

Contact:

General enquiries (01472) 326291 (Option 3)

### North East Lincolnshire SENDIASS (formerly Parent Partnership)

Services provided:

An independent service to support parents / carers of children / young people with special educational needs:

- Independent guidance and a listening ear
- Information on special educational needs, such as the assessment process and the SEN Code of Practice
- Help with letter writing and filling in forms
- Home visits
- Support in meetings
- Provide an independent parental supporter (IPS)
- Liaison with schools, the local authority, and other agencies

Contact:

General Enquiries (01472) 355365 Email [nelincs@barnardos.org.uk](mailto:nelincs@barnardos.org.uk)

### Family Information Service

Services provided:

Offers free accurate and impartial advice and guidance about:

- Childminders, Day nurseries or Pre-Schools
- Out of School Clubs
- Activities for Parents and Children
- Leisure Activities
- Youth Groups
- Children's Centres
- Family Support Information
- Working in Childcare
- Working in early years education

Contact:

Helpline: (01472) 326292 (Option 1) Email [fis@nelincs.gov.uk](mailto:fis@nelincs.gov.uk)

[www.nelincs.gov.uk](http://www.nelincs.gov.uk)

North East Lincolnshire Council

[www.gov.uk](http://www.gov.uk)

Department for Education

## Appendix 10 - Details of neighbouring local authorities and Diocesan Centres

North Lincolnshire Council  
The School Admissions Team  
Learning, Skills and Culture Directorate  
Church Square House  
30-40 High Street  
Scunthorpe  
North Lincolnshire DN15 6NL

Telephone: (01724) 297133 (school admissions)  
Email : [admissionstoschool@northlincs.gov.uk](mailto:admissionstoschool@northlincs.gov.uk)

Lincolnshire County Council  
Children's Services,  
County Offices,  
Newland,  
Lincoln,  
LN1 1YQ

Telephone: (01522) 782030 (school admissions)  
Email : [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk)

Nottingham Catholic Diocese  
The Diocesan Education Service,  
The Diocesan Centre,  
Mornington Crescent,  
Derby,  
DE22 4BD  
Telephone: 07587740721 (Term-time mornings) 07500171237 / 07552619673 (All other times)  
Email : [julie.sweeney@nottingham-des.org.uk](mailto:julie.sweeney@nottingham-des.org.uk) (Director's PA)

Anglican Diocese of Lincoln  
The Diocesan Education Centre  
103 Newport,  
Lincoln,  
LN1 3EE  
Telephone: (01522) 504010 /  
E-mail: [education@lincoln.anglican.org](mailto:education@lincoln.anglican.org)

This guide can also be provided in large print, audio and in alternative languages upon request

Apply online at [www.nelincs.gov.uk](http://www.nelincs.gov.uk) and use the 'Apply for It' link

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