



Applying for a Secondary School 2023 - 2024

A Guide for Parents

General information about secondary schools, including details of all school admission and transfer arrangements. For the Academic Year: -

1st September 2023 to 31st August 2024

For information regarding the
school admissions process
please contact:

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

Tel: 01472 326291 (Option 4)

Email address:

schooladmissions@nelincs.gov.uk

Disclaimer

The details in this booklet, which relate to the school year 2023-2024 were valid as of 31st August 2022. However, it should be noted that changes may be made to any of these details after that date which may affect the school year 2023-2024. 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.

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

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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 2023-2024.

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

Applying On-line

Transfer of pupils from primary to secondary schools - Apply for a school place online at: 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 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.

Types of Secondary Schools in North East Lincolnshire

Secondary education covers the age range 11 to 16 years (Year 7 to Year 11) (Some secondary schools have a 6th form provision and take 16- to 18-year-olds). Note:- In North East Lincolnshire all our secondary schools are academies.

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.

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** - 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** - 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 [Home to School Transport Policy](#). You should also read any policies the local authority which maintains the school in question may have.

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 ([Part Four – General Information](#)).

Part One – Secondary Admissions

1. Transfer from Primary to Secondary Schools

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

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.

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.

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. 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 (see [Appendix 3](#)).
- 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 3](#) 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. See [Appendix 6](#).

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.

Timetable for school admissions (2023 - 2024)

1 September 2022	Date by which primary schools will send out transfer letters to parents/carers of Year 6 pupils
31 October 2022	Date by which applications must be submitted online / Common Application Forms must be returned to the local authority
1 March 2023	Date by which allocation notifications sent to parents/carers
15 March 2023	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
May and June 2023	School Admission Appeals are heard
1 September 2023	Start of new school year

Late applications

Applications must be submitted by the 31st October 2022. 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 31st December 2022.

Applications received after the 31st December 2022, 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 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 2023 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). See 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 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 1st March 2023.
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.

Outcome of applications for 2022-2023 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 (1st March 2022) for 2022-2023 academic year.

Name of School	PAN (Agreed Number*)	Total number of Preferences (1 st , 2 nd & 3 rd)	Total preferences allocated	Total refused and placed on waiting list
Beacon Academy	120 (150*)	369	150	23
Cleethorpes Academy	180 (210*)	375	194	0
Havelock Academy	220	259	168	0
Healing School, A Science Academy	200	363	182	0
Humberston Academy	180	453	180	62
John Whitgift Academy	210 (240*)	355	240	2
Oasis Academy Immingham	180	117	118	0
Oasis Academy Wintringham	180	335	180	7
Ormiston Maritime Academy	190	210	116	0
Tollbar Academy	360 (390*)	539	326	0

Note: - *Agreed number – some schools informed the local authority, by the published deadline of 30th November 2021, 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.

3. North East Lincolnshire Local Authority Admission Policy 2023-2024

All schools have a Published Admission Number (PAN) for the entry year. If the number of applications for places at a particular school is higher than the Published Admission Number (PAN) set for the school, 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 there.
4. 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 4 is also used as a tiebreaker. Whenever two children have the same priority based on criteria 2 or 3, 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 a school is recorded in the plan, the school must admit the child.
Looked after children - A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

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.

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.

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 see [Appendix 3](#).

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 31st December 2023. 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 are as follows:-

Name of Establishment	Establishment Contact Details	Age Range	Application information
North East Lincolnshire Council			
The Academy Grimsby (TAG)	Address: Westward Ho, Grimsby, North East Lincolnshire, DN34 5AQ Telephone: (01472) 311231 Website: www.academy.grimsby.ac.uk	14-16	Y10 applications should be made directly to the academy
North Lincolnshire Council			
Engineering UTC Northern Lincolnshire	Address: Carlton Street, Scunthorpe, North Lincolnshire, DN15 6TA Telephone: (01724) 878100 Website: www.utcolleges.org/utcs/humber-utc/	13-19	Y9 applications should be made directly to the college
Lincolnshire County Council			
Lincoln University Technical College	Address: Lindum Road, Lincoln LN2 1PF Telephone: (01522) 775990 Website: www.lincolnutc.co.uk	14 – 19	Y10 applications are made on a form available on the UTC website

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. 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.

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.

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/>

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

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

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

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 on the "How do I appeal" information sheet enclosed 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.

School admission appeals timetable

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.

Note: The Local Authority has service level agreements with most North East Lincolnshire secondary schools to arrange and hear their appeals. Appeal Hearings, organised by the Local Authority, 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.

- National Offer Day - 1st March 2023.
- Deadline for appeals, against admission decisions for on-time applications, to be heard in first round of appeals - 30th March 2023.
- Second Allocation Day for late applications / changes to preferences - 31st March 2023.
- Deadline for appeals, against admission decisions for late/ changes to applications, to be heard in 2nd round of appeals – 15th May 2023.

Any in-year admission appeals, arranged by the Local Authority and submitted to the Legal Services department, will be heard within 30 school days of the appeal form being received by the Legal Services department.

PART FOUR – GENERAL INFORMATION

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).

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 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.

Ofsted and Performance Table information

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

<http://reports.ofsted.gov.uk>

www.gov.uk

Direct from the school concerned

2. The performance league tables are available from:

www.gov.uk/schools/performance/

North East Lincolnshire School Term Dates 2023 - 2024

You will find details of school term dates, set by the Local Authority, below. Please note a number of schools in North East Lincolnshire set their own term dates which may not be the same. These will be placed on North East Lincolnshire Council's website as and when received www.nelincs.gov.uk.

2023 – Autumn Term		
	Open	Close
Term 1	Wednesday 6 September	Friday 20 October
Term 2	Tuesday 31 October	Wednesday 20 December
Bank Holidays:- Monday 25 December, Tuesday 26 December 2023, Monday 1 January 2024		

2024 – Spring Term		
	Open	Close
Term 3	Wednesday 3 January	Friday 9 February
Term 4	Monday 19 February	Thursday 28 March
Bank Holidays:- Friday 29 March, Monday 1 April 2024		

2024 – Summer Term		
	Open	Close
Term 5	Tuesday 16 April	Friday 24 May
Term 6	Monday 3 June	Friday 19 July
Bank Holidays:- Monday 6 May, Monday 27 May 2024		

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.

School meals

School meals are available to all children attending school either free of charge or on payment. You can claim free school meals for a child if they are in full-time education, you are responsible for the child, and you get at least one of the following benefits:

- Income Support.
- Income Based Jobseeker's Allowance.
- Income Related Employment and Support Allowance.
- Child Tax Credit, with an annual income each year of less than £16,190 (as assessed by Tax Credit).
- Guaranteed Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit (provided you have an annual earned income of no more than £7400 or £616.67 monthly)

If you receive child tax credit and working tax credit, your child will not qualify for free school meals. 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 or by e-mailing freeschoolmeals@nelincs.gov.uk.

PART FIVE – 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?

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. See [Appendix 6](#).

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 5](#) 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. Please read the following:-

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:

Secondary pupils – The current duties regarding secondary statutory / free transport are:

Age of pupil	School attended	Distance between home & school	Means-tested
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

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:

Age of pupil	School attended	Distance between home & school	Means-tested
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.

*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 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

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 will only 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 needs 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.

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/group 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 ASPIRE (*Advice, Support and Positive Interventions to Reduce Exclusions*)

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 ASPIRE (Advice, Support and Positive Interventions to Reduce Exclusions) Panel. Each case will be considered individually, the initial decision will be based on the statutory walking distance of 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

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 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, Doughty Road depot, Doughty Road, Grimsby, DN32 0LL. Telephone: (01472) 326291 (Option 2) or email: schooltransport@nelincs.gov.uk

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

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.

North East Lincolnshire Secondary Common Application Form 2023

For pupil's applying for a year 7 place, born between 1st September 2011 & 31st August 2012.



It is the parents/carers responsibility to ensure this form reaches the School Admissions Team by the **closing date of 31st OCTOBER 2022**. Please ensure you ring / email to check.



(01472) 326291 (option 4)



schooladmissions@nelincs.gov.uk



www.nelincs.gov.uk



School Admissions Team, 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
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Parent/carer relationship to pupil (Please tick)	Mother	Father	Foster Carer	Social Worker	Other – please specify
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Parent/carer address	Post code
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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 including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. Children looked after under an agreed series of short-term placements (respite care) are excluded.

If your child is Looked after/previously looked after, please state the Local Authority whose care they are/where under.

- 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...

Write the names of the schools you wish to apply for under each preference, and then complete all the 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.

Preferences Minimum 1 Maximum 3														
First Preference				Second Preference				Third Preference						
WRITE NAME OF YOUR 1 ST PREFERENCE IN THIS BOX				WRITE NAME OF YOUR 2 ND PREFERENCE IN THIS BOX				WRITE NAME OF YOUR 3 RD PREFERENCE IN THIS BOX						
Tick the appropriate boxes below				Tick the appropriate boxes below				Tick the appropriate boxes below						
Catchment	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Catchment	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Catchment	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Feeder	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Feeder	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Feeder	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Distance/ease of travel	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Distance/ease of travel	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Distance/ease of travel	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Entrance Exam Passed	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Entrance Exam Passed	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Entrance Exam Passed	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Sibling connections

If your pupil has older siblings, who reside at the same address, 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

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 and that it is your responsibility to make all other people with PR for the child aware of all information provided to you including allocation decisions and subsequent information.

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/carer/social worker

Signature (Applicant) _____ Date _____

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

Appendix 2 – Secondary age range schools in North East Lincolnshire

Secondary Schools

Beacon Academy		
Headteacher:- Mr J Thurley	Published Admission Number:- 150	Type/age range:- Academy 11-16 years
Address:- Chatsworth Place, Cleethorpes, DN35 9NF		Telephone Number:- 01472 328888
Website:- www.beaconacademy.co.uk		Trust / Sponsor:- Wellsprings Academy Trust

Cleethorpes Academy		
Principal:- Mrs J Hornby	Published Admission Number:- 180	Type/age range:- Academy 11-16 years
Address:- Grainsby Avenue, Cleethorpes, DN35 9NX		Telephone Number:- 01472 582310
Website:- www.cleethorpesacademy.co.uk		Trust / Sponsor:- Tollbar Multi-Academy Trust

Havelock Academy		
Principal:- Ms E Marshall	Published Admission Number:- 220	Type/age range:- Academy 11-18 years
Address:- Holyoake Road, Grimsby, DN32 8JL		Telephone Number:- 01472 602000
Website:- www.havelockacademy.co.uk		Trust / Sponsor:- David Ross Education Trust

Healing School, A Science Academy		
Principal:- Mrs D Fitzgerald	Published Admission Number:- 200	Type/age range:- Academy 11-16 years
Address:- Low Road, Healing, Grimsby, DN41 7QD		Telephone Number:- 01472 502400
Website:- www.healing-school.co.uk		Trust / Sponsor:- Harbour Learning Trust

Humberston Academy		
Principal:- Mr D Shoubridge	Published Admission Number:- 180	Type/age range:- Academy 11-16 years
Address:- Humberston Avenue, Humberston, DN36 4TF		Telephone Number:- 01472 319990
Website:- www.humberstonacademy.co.uk		Trust / Sponsor:- David Ross Education Trust

John Whitgift Academy		
Principal:- Mr R Spendlow	Published Admission Number:- 240	Type/age range:- Academy 11-16 years
Address:- Crosland Road, Grimsby, DN37 9EH		Telephone Number:- 01472 311080
Website:- www.johnwhitgift.org.uk		Trust / Sponsor:- Delta Academy Trust

Oasis Academy Immingham		
Principal:- Mrs S McLoughlin	Published Admission Number:- 180	Type/age range:- Academy 11-16 years
Address:- Pelham Road, Immingham, DN40 1JU		Telephone Number:- 01469 576599
Website:- www.oasisacademyimmingham.org		Trust / Sponsor:- Oasis Academy Trust

Oasis Academy Wintringham		
Principal:- Ms H Stennett	Published Admission Number:- 180	Type/age range:- Academy 11-16 years
Address:- Weelsby Avenue, Grimsby, DN32 0AZ		Telephone Number:- 01472 871811
Website:- www.oasisacademywintringham.org		Trust / Sponsor:- Oasis Academy Trust

Ormiston Maritime Academy		
Principal:- Mrs C Robson	Published Admission Number:- 190	Type/age range:- Academy 11-16 years
Address:- Westward Ho, Grimsby, DN34 5AH		Telephone Number:- 01472 310015
Website:- www.omacademy.co.uk		Trust / Sponsor:- Ormiston Academy Trust

Tollbar Academy		
Interim Principal:- Mr NJ Whittle	Published Admission Number:- 360	Type/age range:- Academy 11-18 years
Address:- Station Road, New Waltham, Grimsby, DN36 4RZ		Telephone Number:- 01472 500505
Website:- www.tollbaracademy.co.uk		Trust / Sponsor:- Tollbar Multi-Academy Trust

Special Schools

The Cambridge Park Academy		
Principal:- Mrs B Moorcroft	Published Admission Number:- N/A	Type/age range:- Academy Special 4-19 years
Address:- Cambridge Road, Grimsby, DN34 5EB		Telephone Number:- 01472 230110
Website:- www.cambridgepark.co.uk		Trust / Sponsor:- N/A

Humberston Park Special School		
Headteacher:- Mr A Zielinski	Published Admission Number:- N/A	Type/age range:- Academy Special 3-19 years
Address:- St Thomas Close, Humberston, DN36 4HS		Telephone Number:- 01472 590645
Website:- www.humberstonpark.org.uk		Trust / Sponsor:- N/A

Pupil Referral Units (PRUs)

Phoenix Park Academy		
Executive Principal:- Mr P Hutchinson	Published Admission Number:- N/A	Type/age range:- Academy PRU 7-16 years
Address:- Park Avenue, Grimsby, DN32 0BZ		Telephone Number:- 01472 323597
Website:- www.phoenixparkacademy.co.uk		Trust / Sponsor:- Wellsprings Academy Trust

Sevenhills Academy		
Executive Principal:- Mr P Hutchinson	Published Admission Number:- N/A	Type/age range:- Academy PRU 14-16 years
Address:- Second Avenue, Grimsby, DN33 1NU		Telephone Number:- 01472 322078
Website:- www.sevenhillsacademy.co.uk		Trust / Sponsor:- Wellsprings Academy Trust

Appendix 3 - Admission Policies for North East Lincolnshire Secondary Schools

Name of School	Admission Policy (Pages...)
Beacon Academy	22 - 23
Cleethorpes Academy	24 - 25
Havelock Academy	26 - 27
Healing School – A Science Academy	28 - 29
Humberston Academy	30 - 31
John Whitgift Academy	32
Oasis Academy Immingham	33 - 34
Oasis Academy Wintringham	34 - 35
Ormiston Maritime Academy	36 - 37
Tollbar Academy	38 - 39

Beacon Academy Admission Policy 2023-2024

Our vision and ethos promote 'human scale' education whereby all students are known, their contributions valued, and they are given opportunities to excel. Beacon Academy is committed to serving the local community, as defined by the designated catchment area. The Governing Body are the Admissions Authority for the academy and places can only be offered by the Governing Body. North East Lincolnshire Council co-ordinates the admissions process on our behalf and parents can apply through the usual application process via a form sent to your primary school or online through the North East Lincolnshire website which is: <https://www.nelincs.gov.uk/children-familiesand-schools/schools-and-education/school-admissions/>

- 1) Arrangements for the Admission of Pupils to Beacon Academy The published admissions number (PAN) for 2023-2024 is 150. Details of the arrangements for admissions can be found by visiting www.nelincs.gov.uk. The closing date for applications will be 31st October 2022. The National Offer Day will be 1st March 2023.
- 2) Your Application – Documents Required Common Application Form: All applications for transfer from primary school to secondary school must be made using the Local Authority's Common Application Form.
- 3) Your Application – How are Places Allocated Once received by the Local Authority, details of all applicants are passed to the Governing Body. Using the information on the Common Application Form. 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.
- 4) 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.
- 5) 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.
- 6) 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 very small number of very exceptional circumstances. However, should you wish to seek a place for your child outside of their normal year group you should still make an application for a school place for your child's normal year 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 year 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 over subscription 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 academy or admission authority on admission out of the normal age/year 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.
- 7) Late Applications - Applications must be submitted by the 31st October 2022. 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 31st December 2022. Applications received after the 31st December 2022, or without a good reason for not meeting the deadline, will be dealt with in accordance with the following procedure:
 - 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.
 - 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.

- 8) **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 over subscription 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.
- 9) **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.
- 10) **In-Year Applications** Application forms can be obtained from Beacon Academy or the North East Lincolnshire Council acting on our behalf. If the respective year group total is below the Published Admission Number for that year group, the child may be offered a place. If the respective year group total is full, the child may be offered a place, if it is decided that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil. Beacon Academy or the Local Authority acting on our behalf 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 7 days of the starting date stated within the offer letter. Any place not taken up within 7 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 appropriate circumstances at the time.

If your child is not allocated a place, you have a statutory right to appeal (see 'Appeals' above). The appeal should be lodged within 20 school days after the date of your refusal letter.

- 11) **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 150 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:
- I. Children who are looked after (CLA) or a child who was previously looked after.
 - II. Living in the catchment area
 - III. Having brothers or sisters who are already at the academy when your child is due to start there.
 - IV. Children of Beacon Academy/Wellspring Academy Trust employees.
 - V. 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 of Terms Used in the Admission Arrangements

Note 1 - Looked after children or previously looked after children A "looked after child" is a child who is: A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Note 2 – Living in the catchment area 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

Note 3 – Siblings The governors use the same definition as that used by the Local Authority. See "Your New School – A Guide for Parents".

Note 4 – Geographical 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 Authorities computerised measuring system, with those living closer to the school receiving the highest priority. By home we mean address that 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 they can 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

Cleethorpes Academy Admission Policy 2023-2024

The published admission number (PAN) for 2023-2024 is: 180.

As a constituent academy within the Multi Academy Trust, Cleethorpes Academy 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 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 and previously looked after children including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
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.
4. Children of staff employed by Cleethorpes Academy
5. Proximity to the Academy.

Tiebreaker

Distance will be used as a tiebreaker if any of the categories are oversubscribed and there are not sufficient places available. If two or more children are tied for the last place based on proximity to the Academy, a lottery will be drawn by an independent person, not employed by the Academy, or working in Children's Service Directorate at the local authority.

Definitions of terms used in the admission arrangements

Notes:

Children who have an Education Health Care Plans - 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 recorded in the EHCP, the Academy must admit the child.

1. **Looked after children** - A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
2. **Siblings** - Included in this factor are biological siblings, stepbrothers and sisters, half-brothers and sisters and foster 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 If twins or multiple birth children are split by operation of the oversubscription criteria, the Academy will accommodate all children unless this would make the class too large and prejudice the education of the other 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. **Children of staff at the Academy** - Either will apply Where a member of staff (both teaching and support staff) has been employed by Cleethorpes Academy for two or more years at the time the application for admission is made. Or where a member of staff (both teaching and support) is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. **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 Academy, using the Local Authority's computerised measuring system, with those living closer to the Academy 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)

For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address to use when considering the application against the Academy's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child, where the parent requests this.

The Governors will not refuse a service child a place because the family does not have an intended address or does not currently live in the area. Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the Academy for more details.

For late co-ordinated applications and in-year applications supported by the appropriate military documentation we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The Academy'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. If a place is refused, you will be informed of your right of appeal.

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.

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

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Havelock Academy Admission Policy 2023-2024

ADMISSIONS TO YEAR 7

The David Ross Education Trust is the Admission Authority for this Academy.

Arrangements for applications for places in Year 7 at Havelock Academy will be made in accordance with North East Lincolnshire Local Authority's co-ordinated admission arrangements; parents' resident in North East Lincolnshire can apply online at <https://www.nelincs.gov.uk/schools-and-education/school-admissions/apply-for-a-school-place/>. Parents resident in other areas must apply through their home local authority.

Havelock Academy will use the North East Lincolnshire Council's timetable published online for these applications and the relevant Local Authority will make the offers of places on their behalf as required by the School Admissions Code.

Published Admission Number (PAN)

The PAN is 220 for pupils in Year 7. If there are fewer applicants than places available all applicants will be admitted.

Special Educational Needs

In accordance with legislation the allocation of places for children with an Education, Health, and Care Plan (Children and Families Act 2014) naming the school in the plan will take place first. Remaining places will be allocated in accordance with this policy.

Oversubscription Criteria

If there are more applications than places available, we will apply the oversubscription criteria listed below. The oversubscription criteria are listed in the order we apply them. If it is necessary to distinguish between more than one applicant in any criteria, the next criteria will be applied until the tiebreaker is used.

1. Looked after children and all previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
2. Pupils whose siblings, including stepsiblings's resident at the same address, currently attend Havelock and who will continue to do so on the date of admission.
3. Pupils on the basis of catchment proximity to Havelock.
4. Children of Academy employees.
5. Children currently attending a primary school that is a named feeder school. Named feeder schools are: • Edward Heneage Primary Academy • Fairfield Primary Academy
6. Distance: We will give priority to those living nearest to the school.

Distances are measured using the post office address point of the home to the post office address point of the school and using North East Lincolnshire's computerised distance measuring software.

Home Address

Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Sunday – Thursday.

If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address before we can process the application.

Tiebreaker

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

Multiple Births and Brothers and Sisters in the Same Year Group

If twins or multiple birth children are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children.

If brothers and sisters in the same year group are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children or when this would breach infant class size limits.

Fraudulent or Misleading Applications

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly. As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example if a false address was given which denied a place to a child with a stronger claim.

Fair Access Protocol

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Students allocated under fair access protocols will take precedence over those on a waiting list. Havelock Academy will participate in North East Lincolnshire Council's fair access protocol.

In-year admissions

Applications should be made directly to the Academy. Havelock Academy will accept admissions up to the Published Admission Number of the respective year group at the point of entry. In the event that this would cause prejudice to the provision of efficient education or the efficient use of resources it may be necessary to refuse a place although the year group has not reached the school's published admission number. If there are more applications than places, then the oversubscription criteria will be used to decide who should be offered the place. If it is necessary to refuse a place, then you will be informed of your right of appeal.

Please call 01472 602000 in the first instance to enquire about available places. If you wish to submit an application, please download a form from the academy website at <https://www.havelockacademy.co.uk/Admissions/> . Paper application forms can be made available if requested.

Admission of Children outside their Normal Age Group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. It is important for parents to note that they will have responsibility for providing evidence to support their request.

If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- a) In advance of completing the LA common application, send in writing directly to the school, a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application.

The academy's admissions committee will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- the parent's views.
 - any available information about the child's academic, social, and emotional development.
 - where relevant, their medical history and the views of a medical professional.
 - whether they have previously been educated out of their normal age group.
 - any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely.
 - the views of the head teacher.
- b) Complete the LA common application form or the in-year admission form, as appropriate. Parents/carers should ensure that the written outcome from the academy's admissions committee outlining the decision is attached to the application.

Waiting lists

Any child refused a place at the school will automatically be put on the waiting list unless a higher preference school has been offered. A waiting list will be maintained until the end of the academic year after which it will be cleared. If you would like your child to be placed on the waiting list for the following academic year, please contact the school.

The waiting list is maintained in the order of the oversubscription criteria. This means that names can move down the list if, e.g., someone moves into the area and is higher placed under the oversubscription criteria.

Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing.

You are required to fill out an appeals form, details of which can be found on North East Lincolnshire County Council website .
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Healing School – A Science Academy Admission Policy 2023-2024

The Harbour Learning Trust is the Admissions Authority for this Academy.

The School Ethos

Our focus at Healing School is to ensure each child reaches their full potential. While academic results are a priority, we are also proud of our commitment to the arts, music, and sport. They all play their part in developing well-rounded individuals.

Aims

This policy aims to:

- explain how to apply for a place at the school,
- set out the school's arrangements for allocating places to the pupils who apply,
- explain how to appeal against a decision not to offer your child a place.

Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code
- School Admission Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

How to Apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). This may be an electronic form. You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. You will receive an offer for a school place directly from your local authority.

The admission arrangements for the academic year 2023/24 are available from the School and Local Authority Council websites.

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.

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 an Education, Health and Care Plan (EHCP) where the school is named 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.)

- Looked after children (children in public care) or a child who was previously looked after
- Living in the catchment area
- Having brothers or sisters who are already at the school when your child is due to start there
- Children of staff at the school
- The last factor is geographical. We will give priority to those living nearest to the school 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.

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 Education, Health, and Care Plan (EHCP) where the school is named in the plan.

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

Definitions

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- being provided with accommodation by a local authority in exercise of its social services functions.

Previously looked after children are children who were looked after, but ceased to be so because they:

- were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- became subject to a child arrangements order, or
- became subject to a special guardianship order.

A 'looked after child' or a child who was previously looked after but immediately afterwards became subject to an adoption, child arrangements, or special guardianship order (including those who appear North East Lincolnshire Council to have been in state care outside of England) and ceased to be in state care as a result of being adopted. A looked after child is a child who is:

- In the care of a local authority
- Being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

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 stated 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.

Rules for Residence

By home we mean the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989 or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for her or him. It could include a child's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc. unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.

Where your 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 you can show that your child spends an equal amount of time at both addresses during school term time, you can choose which address to use on the application. If you have more than one home, we will take the home address where you and your child normally live for the majority of the school term time.

Distance

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

Children of staff at the School

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 years or more at the 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.

Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. In addition, the parents/carers of a 'summer born child', i.e., children born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday.

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 i.e., for entry into Year Reception (and Year 3 for junior schools) and 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 preferred school/academy, the 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 deferral 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 both primary school and on later transfer to secondary school.

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Children of UK service personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Admissions Authority will:

- Allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address to use when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child. The Admissions Authority will not refuse a service child a place because the family does not currently live in the area.

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.

Allocation of Places Admission Number

The Published Admission Number for Healing School is 200 pupils.

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 school, contact details available below.

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Humberston Academy Admission Policy 2023-2024

The David Ross Education Trust is the Admission Authority for this Academy.

Arrangements for applications for places in Year 7 at Humberston Academy will be made in accordance with North East Lincolnshire Local Authority's co-ordinated admission arrangements; parents' resident in north East Lincolnshire can apply online at <https://www.nelincs.gov.uk/schools-and-education/school-admissions/apply-for-a-school-place/>. Parents resident in other areas must apply through their home local authority.

Humberston Academy will use the North East Lincolnshire Council's timetable published online for these applications and the relevant Local Authority will make the offers of places on their behalf as required by the School Admissions Code.

Published Admission Number (PAN)

The PAN for Year 7 is 180. If there are fewer applicants than places available all applicants will be admitted. 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.

Special Educational Needs

In accordance with legislation the allocation of places for children with an Education, Health, and Care Plan (Children and Families Act 2014) naming the school in the plan will take place first. Remaining places will be allocated in accordance with this policy.

Oversubscription Criteria

If there are more applications than places available, we will apply the oversubscription criteria listed below. The oversubscription criteria are listed in the order we apply them. If it is necessary to distinguish between more than one applicant in any criteria, the next criteria will be applied until the tiebreaker is used.

1. Looked after children and all previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
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. The named feeder schools for Humberston Academy are as follows: • Edward Heneage Primary Academy • Fairfield Primary School
6. Distance: We will give priority to those living nearest to the school. Distances are measured using the post office address point of the home to the post office address point of the school and using North East Lincolnshire's computerised distance measuring software.

Tiebreaker

Criteria 6 is also used as a tiebreaker. 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.

Multiple Births and Brothers and Sisters in the Same Year Group

If twins or multiple birth children are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children.

If brothers and sisters in the same year group are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children or when this would breach infant class size limits.

Fraudulent or misleading applications

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly. As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example if a false address was given which denied a place to a child with a stronger claim.

Fair Access Protocol

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Students allocated under fair access protocols will take precedence over those on a waiting list. Humberston Academy will participate in North East Lincolnshire Council's fair access protocol.

In year Admissions

Applications should be made directly to the Academy. Humberston Academy will accept admissions up to the Published Admission Number of the respective year group at the point of entry. In the event that this would cause prejudice to the provision of efficient education or the efficient use of resources it may be necessary to refuse a place although the year group has not reached the school's published admission number. If there are more applications than places, then the oversubscription criteria will be used to decide who should be offered the place. If it is necessary to refuse a place, then you will be informed of your right of appeal. Please call 01472 319990 in the first instance to enquire about available places.

If you wish to submit an application, please download a form, and read the leaflet which can be found on the school's website at <http://www.humberstonacademy.co.uk/s/parent-information/how-to-apply>. Application forms are also available from the Academy reception.

Admission of children outside their normal age group

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

Any child refused a place at the school will automatically be put on the waiting list unless a higher preference school has been offered. A waiting list will be maintained until the end of the academic year after which it will be cleared. If you would like your child to be placed on the waiting list for the following academic year, please contact the school.

The waiting list is maintained in the order of the oversubscription criteria. This means that names can move down the list if, e.g. someone moves into the area and is higher placed under the oversubscription criteria.

Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing. You are required to fill out an appeals form, details of which can be found on North East Lincolnshire County Council website.

You can find details of the form and the appeals timetable on the following webpage:

<https://www.nelincs.gov.uk/schools-and-education/school-admissions/school-admissions-appeal/>

Definitions

Looked after children

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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.

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.

Children of Academy employees:

The Academy will give priority to children of all staff groups in either or both of the following circumstances:

- a. Where the member of staff has been employed at Humberston Academy on a permanent contract for two or more years at the time at which the application for admission to Humberston Academy is made; or
- b. Where the member of staff is recruited to fill a vacant post at Humberston Academy for which there is a demonstrable skill shortage.

Named Feeder Schools

The named feeder schools for Humberston Academy are as follows:

- Edward Heneage Primary Academy
- Fairfield Primary School

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.

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John Whitgift Academy Admissions Policy 2023-2024

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 240. 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
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 tiebreaker. 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.

Looked after children

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is

(a) in the care of a local authority, or

(b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

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.

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.

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 2023-2024

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:

- 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.
- 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 in the full policy. 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.

Admissions procedures

- 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.
- 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.

Consideration of applications

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.

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** - A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
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.

Operation of waiting lists.

- 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.
- Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria.
- Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for appeals panels.

- 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.
- 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.

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.

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

- Parents may apply directly to the Academy who will then inform the LA that an admission request has been received.
- A designated number of 180 students applies to Year Groups 8 to 11.
- 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.
- Arrangements for admission of students as the Academy builds to its full capacity.
- 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.

Oasis Academy Wintringham Admissions Policy 2023-2024

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.

Perseverance - A sense of perseverance to keep going for the long haul.

Relationships - A commitment to healthy open relationships.

Inclusion - A passion to include everybody.

Diversity - A desire to treat everyone equally, respecting Diversity.

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

Primary to Secondary Admissions

- 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 2023/2024 is 180.
- When the school is oversubscribed, after the admission of students with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

(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. Attending Oasis Academy Nunsthorpe; a primary academy which is part of the Oasis Academy Trust
5. Up to 20 places for children attending the Player Development Program part of Grimsby Town Youth Academy.
6. Children of staff.
7. 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 7 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.

Looked After Children (LAC)

Looked after children and all previously looked after children and immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. This includes those children who appear to Oasis Community Learning to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

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 to where the Child Benefit is paid.

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.

Attendance at Oasis Academy Nunsthorpe

Included in this factor are the children who attend Oasis Academy Nunsthorpe at the time of application. Oasis Academy Nunsthorpe for this purpose is classed as a feeder school.

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.

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.

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.

Looked after children and previously looked after children

- i. Looked after children are those who are in the care of a local authority or provided with accommodation by that authority under section 22 of the Children Act 1989. 1989 Children's Act
- ii. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school. Applicants can provide evidence demonstrating their child was previously in care to an institution acting as a Local Authority, or an organisation that supports the best interests of the community/child. In the case of previously looked after children, admission authorities may request a copy of the adoption order, child arrangements order or special guardianship order and a letter from the local authority that last looked after the child, confirming that they were looked after immediately prior to that order being made, or such evidence that demonstrates a child was in state care outside of England prior to being adopted.

Ormiston Maritime Academy Admissions Policy 2023-2024

We encourage entry at the academy's main intake time so as to aid academic progression without interruption, however, applications are welcome for entry in any year.

Definitions

The academy uses the following definitions when applying this policy:

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 computerised measuring system. This is the straight-line distance between the Academy main gate and the child's home address (front door). 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.

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.

Catchment area Admission of pupils on the basis of catchment proximity to Ormiston Maritime Academy will be as defined by North East Lincolnshire Council.

Siblings A sibling is defined as:

- A brother or sister (including half brothers or sisters) who shares one or both parents, whether or not 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 resident's 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.

Waiting list

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.

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.

Withdrawal of a place

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 of time
- 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.

Admission of children outside their normal age group

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. Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.

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

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.

Once the governing body has decided 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.

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.

Number of spaces (PAN)

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

Application process

Applications for the 23/24 academic year begins 5th September 2022.

To apply you need to complete the local authority’s (LA) common application form (CAF) and submit this directly to the LA by the deadline, 31 October 2022. The CAF form can be obtained from the Access Services, Civic Offices, Knoll Street, Cleethorpes, N E Lincs, DN35 8LN telephone 01472 326291 (option 4), website nelincs.gov.uk. Parents are asked to apply online, or they can request a form from the child’s primary school, 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).

Selection criteria

If the number of applications is less than the number of spaces, then all children will be offered places.

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 (EHC) 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 child arrangements order or special guardianship order. A Looked After Child is either 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); or, those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously Looked After Children are those who were previously looked after but immediately after being looked after were adopted or became subject to child arrangements order or special guardianship order.
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.

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 the local authorities Fair Access Protocol. In-year admissions forms can be obtained from [detail how these can be obtained].

Students included in the Fair Access Protocol will take precedence over those held on the waiting list. Once a student has been identified for admission to the academy under the Fair Access Protocol the academy will notify the local authority within seven calendar days of the decision to accept or refuse the student’s admission.

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 2023-2024

The published admission number (PAN) for 2023 - 2024 is:
Year 7 - 360 Students

As a constituent academy within the Multi-Academy Trust, Tollbar Academy 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.

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

Tie breaker: If two or more children are tied for the last place a lottery will be drawn by an independent person, not employed by the Academy, or working in Children's Service Directorate at the local authority.

After the admission of children with an Education Health Care Plan (EHCP), where the Academy is named 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 including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
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.
4. Children of staff employed at Tollbar Academy.
5. Proximity to the Academy.

Tiebreaker

Distance will be used as a tiebreaker if any of the categories are oversubscribed and there are not sufficient places available. If two or more children are tied for the last place based on proximity to the Academy, a lottery will be drawn by an independent person, not employed by the Academy, or working in Children's Service Directorate at the local authority.

Definitions of terms used in the admission arrangements

Notes:

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

Looked after children

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Rules for Siblings

Included in this factor are biological siblings, stepbrother, sisters and half-brothers and sisters and foster 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. If twins or multiple birth children are split by operation of the oversubscription criteria, the Academy will accommodate all children unless this would make the class too large and prejudice the education of the other children.

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 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.

Children of staff at the Academy

Either will apply - Where a member of staff (both teaching and support staff) has been employed Tollbar Academy for two or more years at the time the application for admission is made. Or where a member of staff (both teaching and support staff) is recruited to fill a vacant post for which there is a demonstrable skill shortage either teaching staff or support staff.

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 Academy, using the Local Authority's computerised measuring system, with those living closer to the Academy 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)

For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address to use when considering the application against the Academy's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child, where the parent requests this. The Governors will not refuse a service child a place because the family does not have an intended address or does not currently live in the area. Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the Academy for more details. For late co-ordinated applications and in-year applications supported by the appropriate military documentation we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The Academy'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. If a place is refused, you will be informed of your right of appeal.

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.

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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Appendix 4 - Admissions policies for Sixth Forms

Havelock Academy Sixth Form Admissions Policy 2023-2024

ADMISSIONS TO YEAR 12 - Academic Entry Criteria

The Academy 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 Year 11. 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 / Minimum Academic Entry Requirements

A Levels	5 Grade 4 - 9 GCSEs (or equivalent) including English and Maths Minimum GCSE grade 6 for A level study Minimum GCSE grade 7 for A level Maths and Physics study
Level 3 BTEC	5 Grade 4 – 9 GCSEs (or equivalent) including English and Maths

Published Admission Number (PAN)

Havelock's Published Admissions Number for the L6 (Year 12) is 100. Havelock has capacity for 200 students in the sixth form, with 100 places in its L6 (Lower 6th) (Year 12). 10 places will be made available for external applicants. The remaining 90 places will be made available for its own students progressing from year 11 and the academy will not admit additional external applicants to its sixth form unless undersubscribed by its own students. The academy will apply the same academic entry requirements for external applicants and for students already on roll in the Academy. If a tie-break is necessary to determine who is admitted, it will apply the oversubscription criteria below.

Oversubscription Criteria for External Applicants

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 Education, Health and Care Plans where Havelock is named, the criteria will be applied in the order set out above (see Admissions to Year 7).

Tiebreaker

Where there are two or more applications that cannot otherwise be separated, a randomiser will be used to decide who is allocated a place.

Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing. You are required to fill out an appeals form, details of which can be found on North East Lincolnshire County Council website

Tollbar Academy Sixth Form College Admissions Policy 2023-2024

Application to Tollbar Sixth Form College will be by published application form located at www.tollbaracademy.co.uk.

Year 12 – 200 Students including students already attending Tollbar Academy.

Applications to Year 12

All students, including those already enrolled at Tollbar Academy, must meet the specific academic requirements below:

Courses may be added or removed depending upon demand for courses. If a subject is added the entry requirement will be Level 6 in that subject.

Course

All courses

Minimum Entry Requirement

1. GCSE English Language or English Literature at Level 5 or above
2. GCSE Maths Level 5 or above
3. Four GCSEs in addition to English and Maths at Level 5 or above

Additional Entry Requirements of individual courses:

Biology
Chemistry
Physics

GCSE Level 6 in Biology or Combined Science Level 6
GCSE Level 6 in Chemistry or Combined Science Level 6
GCSE Level 6 in Physics or Combined Science Level 6.
Students taking Physics must also study A Level Maths.

Maths	GCSE Level 6 in Maths
Art	GCSE Level 6 in Art OR Graphics OR Textiles.
Business	GCSE Level 6 in either Business OR Economics OR Geography OR History
English Literature	GCSE Level 6 in English Language OR English Literature
Economics	GCSE Level 6 in either Business OR Economics OR Geography OR History
French	GCSE Level 6 in French
Geography	GCSE Level 6 Geography
History	GCSE Level 6 in History
Media Studies	GCSE Level 6 in English
Music	GCSE Level 6 in Music OR 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 OR Geography OR RE OR English
Philosophy	GCSE Level 6 in either RE OR English OR History
Spanish	GCSE Level 6 in Spanish
Psychology	GCSE Level 6 in Science
Sociology	GCSE English qualification at Level 6
Law	GCSE Level 6 in English and History OR Geography OR RE
ICT	GCSE Level 5 in English and Maths

Appendix 5 - Useful contacts and websites

School Admissions

Services Provided:-	Telephone:
<p>Offers accurate, impartial advice and guidance to parent/carers about:</p> <ul style="list-style-type: none"> • Admissions to schools • Admission appeals • School term dates 	(01472) 326291 (Option 4)
	Email :
	schooladmissions@nelincs.gov.uk

Home to School Transport

Services Provided:-	Telephone:
<ul style="list-style-type: none"> • 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 	(01472) 326291 (Option 2)
	Email :
	schooltransport@nelincs.gov.uk

Family Information Service

Services Provided:-	Telephone:
<p>Offers free accurate and impartial advice and guidance about:</p> <ul style="list-style-type: none"> • 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 & early years education 	(01472) 326292 (Option 1)
	Email :
	fis@nelincs.gov.uk

Department for Education	Website
This website also offers information and advice on all stages of education and learning	www.gov.uk

The Advisory Centre for Education (ACE)	Website
Is a national charity that provides advice and information to parents/carers on a wide range of school-based issues.	www.ace-ed.org.uk

Education Welfare Service

Services Provided:-	Telephone:
<p>Information to parents on school attendance related issues including:</p> <ul style="list-style-type: none"> • Attendance at school • Sign post support to other agencies • Advice on child employment • Advice on child entertainment Chaperone licences 	<p>(01472) 326291 (Option 1)</p>

Special Educational Needs and Review Team
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Services Provided:-	Telephone:
<ul style="list-style-type: none"> • 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 	(01472) 326291 (Option 3)
	Email :
	sen@nelincs.gov.uk

North East Lincolnshire SENDIASS (formally Parent Partnership)

Services Provided:-	Telephone:
<ul style="list-style-type: none"> • 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 	(01472) 355365
	Email :
	nelincs@barnardos.org.uk

Appendix 6 - Details of neighbouring local authorities and Diocesan Centres

Anglican Diocese of Lincoln

The Diocesan Education Centre Edward King House, Minster Yard Lincoln, LN2 1PU	Telephone:
	(01522) 504010
	Email :
	education@lincoln.anglican.org

Lincolnshire County Council

Children's Services, County Offices, Newland, Lincoln, LN1 1YQ	Telephone:
	(01522) 782030 (school admissions)
	Email :
	schooladmissions@lincolnshire.gov.uk

North Lincolnshire Council

The School Admissions Team Church Square House 30-40 High Street Scunthorpe North Lincolnshire DN15 6NL	Telephone:
	(01724) 297000 (school admissions)
	Email :
	admissionstoschool@northlincs.gov.uk

Nottingham Catholic Diocese

The Diocesan Education Service, The Diocesan Centre, Mornington Crescent, Mackworth, Derby, DE22 4BD	Telephone:
	01332 293833
	Email :
	julie.sweeney@nottingham-des.org.uk (Director's PA)

