

**North East Lincolnshire Local Authority
Admissions Scheme
for In Year Admissions**

**Applicable to in year admission arrangements for the academic
year
2022 - 2023**

Introduction

North East Lincolnshire Local Authority coordinate in year admissions for all schools for which it is the admission authority and, for those academies who have requested to be part of the in year admission scheme. (See Appendix1)

The Scheme

- This scheme is made for the purpose of co-ordinating the arrangements for the admission of pupils to primary, infant, junior and secondary schools in the North East Lincolnshire Council area (“the scheme”).
- The scheme is voluntary. Own admission authority schools (such as academies) can participate in the scheme if they wish, but they do not have to do so.
- Own admission authority schools are able to accept applications directly and admit pupils in accordance with their published admissions policies. The School Admissions Code states that, if they do so, they must notify the local authority of both the application and its outcome. If they do not offer a place they must inform parents of their right to appeal against the refusal.
- Own admission authority schools are reminded that a decision to offer or refuse admission must not be made by one individual. The whole governing body, or an admissions committee established by the governing body, must make such decisions

The Scheme for North East Lincolnshire

1. North Lincolnshire East Council will have a Common Application Form (CAF) available online and as a paper form for all parents of pupils who reside within North East Lincolnshire.

2. The CAF can be used as a means of expressing up to three preferences by parents resident within, or moving into North East Lincolnshire wishing to express a preference for their child

a) to be admitted to a school within the North East Lincolnshire

b) to be admitted to a school located in another area.

3. The CAF will –

a) invite the parent to express up to three preferences by completing the CAF either online or as a paper form, in rank order of preference.

b) invite parents to give their reasons for each preference.

4. The council will make appropriate arrangements to ensure that parents who reside within, or are moving into North East Lincolnshire will have access to the CAF and to other relevant information.

5. All preferences expressed on the CAF are valid applications. The governing body of a faith school can require parents, who have named their school as a preference on the CAF, to provide additional information on a supplementary form. This is only where

the additional information is required for the governing body to apply their oversubscription criteria to the application.

6. This scheme shall be classed as an 'equal preference scheme'. All applications will be considered against the published admission criteria, but without any reference to how the school applied for has been ranked by parents. If a child can be offered a place at more than one school a place will be offered at the highest ranked school at which a place was available.

Processing of applications

1. Upon receipt, an application will be recorded on the local authority's admissions system and a request for a place will be securely emailed to the relevant school/s (if the school is its own admission authority e.g. academy)

2. The request will specify by what date the school should respond advising whether a place can be offered.

3. If a school cannot offer a place it will need to advise the local authority of the reason for refusal.

4. Parents/ carers will be notified in writing of the outcome of their application within 15 school days. The letter will set out;

- The name of the school where a place has been offered
- Where a child has been refused a place at a school ranked higher on the CAF than the one at which a place has been offered, the reasons why the child is not being offered that place;
- Information on how to appeal against any decisions to refuse a place

Processing timetable

The School Admissions Code 2021 requires that local authorities (or admission authorities if they choose to process their own applications) aim to notify parents of the outcome of their application in writing within 10 school days and must notify the outcome in writing within 15 school days.

Arrangements should be made for children allocated places to start school as soon as possible, particularly where the child is out of school

Appendix 1

Schools covered by this scheme

Community Schools – Admission Authority - North East Lincolnshire Local Authority

Queen Mary Avenue Infant School
Scartho Infants School
Coomb Briggs Primary School
Grange Primary School
Humberston CE Primary School
Stallingborough CE Primary School
Stanford Junior & Infants School
Western Primary School

Academies who have requested to be part of the scheme – Admission Authority – The Governing Body / Trust for the school

Infant / Junior / Primary

Bursar Primary Academy
Canon Peter Hall CE Primary Academy
Eastfield Primary Academy
East Ravendale C of E Primary Academy
Edward Heneage Primary Academy
Elliston Primary Academy
Enfield Academy of New Waltham
Fairfield Academy
Great Coates Primary School
Healing Primary School
Humberston Cloverfields Primary Academy
Laceby Acres Academy
Lisle Marsden CE Primary Academy
Littlecoates Academy
Macaulay Primary Academy
Middlethorpe Primary Academy
New Waltham Academy
Oasis Academy Nunsthorpe
Old Clee Primary Academy
Ormiston South Parade Academy
St Joseph's Catholic Primary Voluntary Academy
St Mary's Catholic Primary Voluntary Academy
St Peters CE Primary School
Scartho Junior Academy
Signhills Infant Academy
Signhills Academy
Springfield Primary Academy
Strand Primary Academy
Thrunsoe Primary & Nursery Academy
Waltham Leas Primary Academy
Weelsby Academy
Welholme Academy
William Barcroft Junior School
Willows Academy
Woodlands Academy
Wybers Wood Academy
Yarborough Academy

Secondary

Beacon Academy

Academies who have opted to manage their own in year admissions

Primary

Contact details

Pilgrim Academy <https://www.pilgrimacademy.co.uk/admissions/>

Reynolds Academy <https://www.reynoldsacademy.co.uk/admissions/>

Secondary

Cleethorpes Academy <https://www.cleethorpesacademy.co.uk/admissions-policy/>

Havelock Academy <https://www.havelockacademy.co.uk/Admissions/>

Healing School –
A Science Academy <https://www.healing-school.co.uk/admissions/>

Humberston Academy <https://www.humberstonacademy.co.uk/Admissions/>

John Whitgift Academy <https://www.johnwhitgift.org.uk/>

Oasis Academy
Immingham <https://www.oasisacademyimtingham.org/admissions/in-year-admissions>

Oasis Academy
Wintringham <https://www.oasisacademywintringham.org/admissions/in-year-admissions>

Ormiston Maritime
Academy [Admissions – Ormiston Maritime Academy \(omacademy.co.uk\)](https://www.omacademy.co.uk)

Tollbar Academy <https://www.tollbaracademy.co.uk/admissions/>