



ADMISSIONS POLICY FOR ACADEMIC YEAR 2027 - 2028

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

This policy was determined by the Trust Board on **date**

1. Applying for a place at the academy in the normal admissions round

Admissions arrangements will be in line with the existing [Schools Admissions Code](#), the [Schools Admissions Appeals Code](#) and the Admissions Law as it applies to maintained schools and academies.

The normal admissions round is the period during which parents/carers can apply for state-funded school places at the academy's normal point of entry which is **Year 7**.

Parents/Carers living in North East Lincolnshire should complete North East Lincolnshire Council's (local authority) Common Application Form (CAF)1 and submit this directly to the local authority by the deadline, **31 October 2026**. : <https://www.nelincs.gov.uk/schools-and-education/school-admissions/apply-for-a-school-place/>

Parents/carers who do not live in North East Lincolnshire should use the application form provided by their home local authority, regardless of which local authority their preferred schools are in.

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

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

2. Number of Places (Published Admissions Number or PAN)

The academy has a PAN of **220** for admission to Year 7.

Places will first be allocated to children who have an Education, Health and Care (EHC) Plan that names the academy as appropriate provision.

If less applications are received than the number of places available, all children will be offered a place.

3. Oversubscription Criteria

When there are more applications for places than there are places available and after the admission of children with an Education, Health and Care Plan (EHCP) naming the school, priority will be given in the following order:

- 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. See definitions a) and b).
- 2) A child with a sibling on roll at the time of admission. See definition c)
- 3) Pupils on the basis of catchment proximity to Havelock Academy.
- 4) Children whose parent/carer in all staff groups are employed by the Trust to work at the academy:

- a. Where the member of staff has been employed to work at the academy for two or more years at the time at which the application for admission to the academy is made;
 - b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 5) Children currently attending a primary school that is a named feeder school. Named feeder schools are:
- a) Edward Heneage Primary Academy
 - b) Fairfield Primary Academy
- 6) The distance from the child's permanent home address to the academy. Priority will be given to the child living nearest the academy. See definition d) relating to home address.

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

- 7) Other pupils.

4. Allocation to PAN

If there are more applications than places available we will apply the oversubscription criteria listed above. 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 tie-breaker is used.

5. Tie-breaker

If two or more applications cannot otherwise be separated and there is only one place available, random allocation will be used to determine who should be allocated the place. This process will be supervised by someone independent of the academy and Trust.

6. Waiting List

Following an unsuccessful application, parents/carers can request that their child's name be placed on the waiting list.

Waiting lists are held for Reception by the local authority and each added child will require the list to be ranked again in line with the academy's published oversubscription criteria. Priority will not be given to children based on the date their application was received, or their name was added to the list.

Waiting lists will be held until 31 December. A new application will be required for a new academic year.

7. Requests for admission outside the 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.

i. General requests for admission outside the normal age group

Parents/carers wishing to seek a place for their child out of their normal age group at the academy for any other year group than Year 7, or for Year 7 after the start of the new school year in September, must put their request in writing to the academy in the first instance, giving some information about their child and explaining why they would like to apply for a place out of the normal age group. Parents/carers should also indicate in their request whether the child has been educated out of their normal age group at the current/previous school.

The academy will pass the request to the Trust's Admissions Committee who will then consider the request and make a decision on the appropriate year group for the child on the basis of the

circumstances of each case and in the best interests of the child concerned.

The Trust's Admissions Committee will then respond to parents/carers in writing, letting them know the reasons for their decision about the year group the child should be admitted to. Once the year group has been agreed, an application for that year group can be processed.

Parents/carers do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

8. Late Applications

Late applications are any common application forms (for the normal point of entry) received by the local authority after the statutory closing date of 31 October. Late applicants will not receive an offer of a place by the local authority on National Offer Day (1 March or the next working day).

Late applications will be processed after National Offer Day in subsequent rounds of allocations between April and July (for more details, refer to the local authority's timescales in their co-ordinated scheme on their website).

9. In-Year Admissions (applications outside of the normal admission round)

An in-year admission refers to an application for an academy place made during the school year or an application for admission to the academy made at the start of the school year for any year group other than the normal year of entry.

Please call 01472 602000 in the first instance to enquire about available places. Applications for in-year admission can be made directly to the academy by completing an In-Year Admission Application Form and submitting it to the academy marked for the attention of the Admission Officer.

Further information and the application form can be downloaded from the academy website at <https://www.havelockacademy.co.uk/Admissions/>. Paper application forms can be made available if requested.

Parents/carers should carefully consider the oversubscription criteria stated above to determine whether other documentation must be submitted in support of the application. This documentation must be submitted at the same time as the application, or the child will be placed in the next oversubscription category that applies.

Where there are more applications than available places in the year group, the academy will prioritise applications by using the oversubscription criteria referenced in section 3 of this policy.

10. Multiple Births and Brothers and Sisters in the Same Year Group

In the case of twins or other siblings from a multiple birth, if the last child to be admitted is from a multiple birth group, the other children in the group will also be offered places, even if it means exceeding the Published Admission number.

In the case of siblings (see definition c) in the same year group, where there is only one place remaining, places will be allocated over the published admission number to accommodate all siblings unless this would make the class too large and prejudice the education of the other children.

11. Sixth Form Admissions

The Published Admission Number for the L6 (Year 12) is 100.

There is capacity for 200 students in the sixth form, with 70 places in its L6 (Lower 6th) (Year 12) available at the Havelock Academy site, and 30 available at the King Edward VI Academy site in Spilsby. 10 places will be made available for external applicants. The remaining 90 places will be made available for Havelock Academy and King Edward VI Academy's 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 Sixth Form provision at Havelock Academy incorporates a cohort of students at King Edward VI

Academy in Spilsby, which is also part of the David Ross Education Trust. The Sixth Form is spread over the two school sites at Havelock Academy in Grimsby and King Edward VI Academy in Spilsby.

All students in the current Year 11 at each of the sites who meet the academic entry criteria may continue into the Sixth Form if they wish to do so.

Students with an Education, Health and Care Plan where Havelock Academy is named will be admitted to the Grimsby site (or King Edward VI Academy in the case of the Spilsby site).

12. Oversubscription Criteria for External Sixth Form Applicants

When the sixth form is under-subscribed 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 Academy or King Edward VI Academy is named, the following criteria will be applied in the order set out:

- a. 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. See definitions a) and b).
- b. A child with a sibling on roll at the time of admission. See definition c)
- c. Children whose parent/carer in all staff groups are employed by the Trust to work at the Havelock academy (or King Edward VI Academy for the Spilsby site):
 - a. Where the member of staff has been employed to work at the academy for two or more years at the time at which the application for admission to the academy is made;
 - b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- d. The distance from the child's home address to the requested Sixth Form site. Priority will be given to the child living nearest the site.

Sixth Form Entry Requirements

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

The academy's policy is to ensure that all students accepted into the sixth form are placed on appropriate courses where they are likely to succeed. For this reason, all students are required to attend a meeting with a member of the Sixth Form Team to discuss the most suitable courses of study based on their expected GCSE results.

The application process timetable and application form for sixth form entry can be found at:
<https://www.havelockacademy.co.uk/Sixth-Form/>

13. Unsuccessful Applications (Appeals)

If a parent/carer's application for a place at the school is unsuccessful, they will be informed why admission was refused and have the right of appeal against the decision not to offer their child a place at the academy.

Parents/carers should submit their appeal in writing, giving their reasons for appeal, via the online appeal form on the local authority's website: <https://www.nelincs.gov.uk/schools-and-education/school-admissions/school-admissions-appeal/>

Deadlines for appeals from the normal admissions round will be published by the local authority by 28 February in line with the timescales outlined in the School Admission Appeals Code (2022). Appeals submitted after this deadline will still be heard, but there is no guarantee they will be heard before the start of the new term in September.

For appeals against decisions not to offer a place at an academy resulting from an in-year application, the appeal must be submitted before the end of the academic year for which the application was submitted.

14. Fraudulent or Misleading Applications

The Trust reserves the right to check any address and other information provided so the oversubscription criteria can be applied accurately and fairly. As an admission authority the Trust has the right to investigate any concerns about an application and to withdraw the offer of a place if it is considered that there is evidence that a fraudulent claim has been made or misleading information has been provided, for example if a false address was given which denied a place to a child with a stronger claim.

15. 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. The academy will participate in the local authority's the fair access protocol.

16. Definitions

- a) **Looked after children:** A 'looked after child' is a child who, at the time of making an application to a school, is:
- i. In the care of a local authority, or
 - ii. being provided with accommodation by a local authority in exercise of its social services functions (see the definition in Section 22(1) of the Children Act 1989).
- b) **Previously looked after children:** Previously looked after children are children who were looked after, but ceased to be so because they:
- i. were adopted under the Adoption Act 1976 (see Section 12 adoption orders) or the Adoption and Children Act 2002 (see Section 46 adoption orders), or
 - ii. became subject to a child arrangements order (as defined in Section 8 of the Children Act 1989 and as amended by Section 12 of the Children and Families Act 2014), or
 - iii. became subject to a special guardianship order (see Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)).

Previously looked after children includes children 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 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.

- c) **Siblings:** A sibling is defined as a child's brother or sister. A sibling must be living at the same permanent address and as part of the same family unit (one or two parents plus children) to qualify under this criterion. For School Admissions purposes, the term sibling includes:
- 1) half-brothers and half-sisters
 - 2) step-brothers and step-sisters
 - 3) adopted children
 - 4) children in foster care
 - 5) children living in the same family unit, even if they are not biological brothers and sisters – for example when the parents are not married or in a civil relationship.
- d) **Home Address:** When we refer to a child's home address, we mean the address at which the child normally resides with their parent/carer at the time of application.

When parents live separately and the child spends time with each parent, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive). 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.