



## SCHOOL ADMISSIONS POLICY 2019

Giles Academy is maintained by the Department for Education.

### Consultation

Where changes are proposed to admission arrangements, other than changes to the PAN or changes necessary by mandatory provisions of the new Code or regulations, the admission authority must first publicly consult on those arrangements. If no changes are made to admission arrangements, they must be consulted on at least every 7 years.

### Who makes the decision about admissions to the school?

As an Academy, the Governing Body is an admission authority in its own right. All decisions about admissions, including this policy, are determined by the Governing Body. All allocations of places are determined by a Committee of the Governing Body with delegated powers.

### False Information

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

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

### How to apply for the normal intake year

Arrangements for applications for places in Y7 at Giles Academy will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements; parents resident in Lincolnshire can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions), they can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. Giles Academy will use the Lincolnshire County Council's timetable published online for these applications and the relevant Local Authority will make the offers of places on their behalf as required by the School Admissions Code.

### Applications outside the normal round

The Admissions Committee of the Governing Body will consider applications from parents made during the school year following the allocation day. If the respective year group total is below the Admission Number for that year group, the child will be offered a place. If the respective year group total is above the admission number, the child will normally be refused a place and parents/carers made aware of their right of appeal.

### Admission of children outside their normal age group

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

Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow.

It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

Giles Academy will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- the parent's views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher

### **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 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 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 Governors will not refuse a service child a place because the family does not currently live in the area.

For late co-ordinated applications and midyear applications supported by the appropriate military documentation we will aim to remove any disadvantage to UK service personnel (UK Armed Forces).

The school's Governors will consider whether:

- An application from that address would normally succeed in an oversubscribed year.
- There is any child on the reserve list with higher priority under the oversubscription criteria.
- The prejudice from admitting an extra child would be excessive.

The Governors have discretion to admit above the admission number in these circumstances if they wish, but are not obliged to do so.

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

### **Right of Appeal**

If you are not allocated a place, you have the right of appeal to an Independent Appeal Panel. The school will provide you with the appropriate paperwork for the appeal. You should write to the Clerk to Governors at the school address. Your appeal will be heard by an Independent Panel and the decision of the Panel will be binding on the school and the parents/carers.

### **Published Admission Number**

The school's Published Admission Number is 180. Places will be allocated without reference to ability or aptitude.

### **Children with Education Health Care Plans**

In accordance with legislation the allocation of places for children with the following will take place first; Statement of Special Educational Needs (Education Act 1996) or Education, Health and Care Plan (Children and Families Act 2014) where the school is named. Remaining places will be allocated in accordance with this policy.

### **Fair Access Protocols**

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.

## **OVERSUBSCRIPTION CRITERIA**

### **Children in public care**

Looked after children and all previously looked after children

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Children of staff at the school**

The Giles Academy give priority to children of staff for either of the following circumstances:

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

### **Siblings**

Brother or sister attending the school at the time of application, or who will be attending the school at the expected time of admission. In all cases both children must live at the same address. We include in this criterion:

In all cases, both siblings must live at the same address. A sibling is defined as;

- a brother or sister who shares the same biological parents
- a half-brother, half-sister, step-brother or step-sister
- a legally adopted child, a child legally adopted by a biological or step-parent

### **Twins and other siblings from a multiple birth**

In these cases all the children will be considered together as one application. If one or more can be admitted within the published admission number the school will be allowed to go above its admission number as necessary to admit all the children, unless this would make the class too large. The government's school admissions code makes an exception to the infant class limit in this situation.

### **Brothers and sisters in the same year group**

Where there is only one place available in the school the children will be considered together as one application. The school will be allowed to go above its admission number as necessary to admit all the children except in cases where infant class regulations prevent this from happening. If this happens we can only legally offer one place because the government's school admissions code makes no exception to the infant class size limit for siblings in the same year group. We will offer the parent one place for one child and a different school for the other child or children.

### **Distance**

- The proximity of the child's normal place of residence to the school will be applied, with those living nearer being accorded higher priority. Straight line distance is calculated electronically to three figures after the decimal point (eg 1.543 miles) by Lincolnshire County Council school admissions team from the Post Office Address Point of the home to the Post Office Address Point of the school.

### **Tie Break**

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

### **Reserve List**

- For admission into the intake year the governors will keep a waiting list which we call a reserve list. If we have to refuse a place at our school your child is automatically put on the reserve list, unless you have been offered a higher preference school.
- This list is in the order of the oversubscription criteria, as required by the school admissions code. This means that names can move down the list if someone moves into the area and is higher placed under the oversubscription criteria. The governors must not take account of the time you have been on the list.
- For the intake year the list is kept by the Schools Admission Team until the end of August.

After this the school admissions code requires that schools keep the reserve list until the end of the autumn term. All admissions after this point are conducted as mid-year admissions through the local authority.

### **Mid-Year Admissions**

- The governors accept transfers into other year groups. If there are more applications than there are places then the

oversubscription criteria will be used to decide who should be offered the place.

- If there are no places then you will be informed of the appeal system.

### **Admissions to Year 12 and transfer from Year 11**

Pupils already attending Giles Academy in Year 11 may remain for Sixth Form education provided they meet the minimum academic requirements of their chosen course. The Published Admissions Number for students joining the Sixth Form from other schools is 35. These students likewise must meet the minimum course requirements. Full details of these requirements are available from the school but the following general conditions apply:

- a) The availability of suitable subjects and conditions;
- b) An efficient group size – normally a minimum of 8 students;
- c) A good standard of education commensurate to the level of course applied for.

In accordance with the 1996 Education Act the allocation of school places for children with a Statement of Special Educational Needs or an Education, Health and Care Plan will take place first. Remaining places will be allocated in accordance with this policy.

If there are more applicants than places available then applicants will be offered places in the following order:

- A. The child is in the care of the local authority or had previously been in care (1).  
Then your remaining criteria may be inserted below

Note (1)

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

If there are more than 35 external applicants, applicants will be ranked according to the distance between their home and the front gate of the school, the distance measured, being based on Straight Line Distance. Those living nearer will be accorded the higher priority.

**Reviewed September 2017**  
**Next Review date September 2018 for 2020 admissions**