Lincoln Carlton Academy

Admissions Policy 2028-2029

This document sets out the admission arrangements for Lincoln Carlton Academy (the School) for the year 2028-2029. [The admission arrangements in this policy will be determined by Trustees by 28 February 2027 following the consultation].

Aims

This policy aims to:

- Explain how parents/carers can apply for a place for their child at the School.
- Set out the School's arrangements for allocating places to the students who apply.
- Explain how parents/carers can appeal against a decision not to offer their 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.

The admission authority is Anthem Schools Trust (Anthem). Reference in the codes and elsewhere to admission authorities shall be deemed to be references to the Anthem Community Council acting on behalf of Anthem. This policy also complies with our funding agreement and articles of association.

The School is committed to equal opportunity and to eliminating unlawful discrimination. In respect of admissions, the School will not discriminate on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief (including lack of religion or belief); sex; sexual orientation; age or marital or civil partnership status, against a person in the arrangements and decisions it makes as to who is offered admission as a student. All students and prospective students are treated equitably.

The School will participate in the coordinated admission arrangements operated by the local authority and will adhere to the Local Authority Fair Access Protocol. Local authorities are required to agree to Fair Access Protocols in order to make sure that unplaced students, 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 students above the published admissions number to schools that are already full. Students allocated under fair access protocols will take precedence over those on a reserve list or awaiting appeal. Notwithstanding these arrangements, the Secretary of State may direct the School to admit a named student on application from the local authority. Before doing so, the Secretary of State will consult the School.

How to apply

For applications in the normal admissions round, parents/carers should use the coordinated admission application process arranged by their home local authority (regardless of which local authority the school is in). Parents/Carers can use this process to express their preference for a minimum of three state-funded schools, in rank order.

Parents/Carers will receive an offer for a school place directly from their local authority.

For applications outside of the normal admissions round, please see the section entitled 'In-Year admissions' below.

Consideration of applications

The School will consider all applications for places. The School has an agreed admission number of 60 (the Published Admission Number – PAN) students for entry in Reception.

The PAN is the maximum number of students that the admission authority will admit to each year group. The PAN relates only to the year of entry – referred to in the School Admissions Code as 'relevant age group' (Reception, Y3, Y7 or Y12).

There is no PAN for year groups to which there is no intake.

Where fewer than 60 applications are received, the School will offer places to all those who have applied. 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 student with a stronger claim. If a place is withdrawn, the application will be considered afresh, and you will be advised of your right of appeal if a place is refused.

Before setting a PAN higher than its agreed admission number, the School will inform the local authority and reference this change on the School's website. Students will not be admitted above the PAN unless exceptional circumstances apply, and such circumstances shall be reported to the Secretary of State.

Procedures where the School is oversubscribed

If the School is oversubscribed, after the admission of students with an Education and Health Care Plan (EHCP) where the School is named in the EHCP, priority for admission will be given to those students who meet the criteria set out below, in order:

- Looked-After Children and Previously Looked-After Children[1], including those students who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

[1] 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).

- Students with a sibling attending the School at the time of application[2]. In the event of there being more siblings than there are remaining places in a year group, it is possible that a sibling under these circumstances would not be offered a place. Where siblings exceed the remaining places in a year group, places will be allocated by the drawing of lots. Please also see the note on multiple births and siblings in the same year below.

- Children of any member of staff at the School, in either of the following circumstances:
  a) 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, or

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

- Other students by distance from the School with priority for admission given to students who live nearest to the School. Distance will be measured in a straight line from the Post Office Address Point of the home to the Post Office Address Point of the School, calculated electronically to three figures after the decimal point (e.g. 1.543 miles) https://www.lincolnshire.gov.uk/find-nearestschool. The home address is considered as the address where the student lives for the majority of term time with a parent/carer (as defined in section 576 of the Education Act 1996). Where a student lives normally during the school week with more than one parent/carer at different addresses, the home address accepted for the purposes of school admissions will be the one where the student spends the majority of term time. If a parent/carer can show that their child spends an equal amount of time at two addresses during school term time with a parent/carer, they can choose which address to use on the application. If a parent/carer has more than one home, we will accept the address where the parent/carer and student normally live for the majority of the school term time as the home address.

Tie-break

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. In the case of two or more applications that cannot be separated by the oversubscription criteria outlined above, the School will use random allocation as a tie-breaker to decide between applicants. This process will be independently verified by someone who does not work at the School or the local authority.

Multiple births and siblings in the same year

If siblings[2] in the same year group are split by operation of the oversubscription criteria, the School will go above its published admission number, where applicable, to accommodate all siblings unless this would make the class too large and prejudice the education of the other students or when this would breach infant class size limits. Note that multiple birth students are 'excepted students' to infant class limits if allocated in this way.

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[1] 'Sibling' is defined in these arrangements as half, full, step, adoptive or foster brother or sister living predominantly in the same home as the child at the time of application and/or at the time of admission.

Children of UK Service Personnel (UK Armed Forces)

In order to support the military covenant aimed at removing disadvantages for UK service personnel (UK Armed Forces), and Crown Servants returning from abroad the following arrangements will apply:

- If an application is supported by an official letter declaring a posting and a relocation date, then an intention to move to a confirmed address or quartering within the UK will be accepted for a student for the purposes of implementing the oversubscription criteria.
- Where an application is not supported by an official letter declaring a posting and relocation date or is not being made due to a new posting, then the student's current address will be used to examine the application against the oversubscription criteria until the child is formally resident at the new address.
- Proof of intended occupation of the residential address such as mortgage statement, exchange of contracts or signed tenancy agreement will be required. For applicants participating in the Future Accommodation Model trial, a letter accepting an address under the scheme will be accepted if a signed tenancy agreement cannot be provided.
- An offer may be withdrawn if a student does not reside at the address listed on the application form if the School is oversubscribed and use of an incorrect address has resulted in a place being denied to another student who would otherwise have been offered the place.
- If a family has provided the required proof of posting, a unit postal address will be accepted for the purposes of operating the oversubscription criteria if parents/carers are unable to provide an address or prefer to use the unit address. This unit will be the base to which the parents/carers has been posted.
- In all cases where an applicant is considered after national offer day of the admitting year and parents/carers can demonstrate that the student is a child of a Crown Servant returning from abroad or is a child of a serving member of the armed forces, the School will consider whether to offer a place at the School even if the School has reached its official PAN. When making the decision whether to offer over PAN, the School will consider the circumstances of each case including:
    - If the applicant would have been offered a place had they applied on time in the admissions round of the year of entry.
    - Whether there is any student on the reserve list with higher priority under the oversubscription criteria.
    - Whether admission of a further student would prejudice the efficient education and efficient use of resources and this prejudice would be excessive.

The School has discretion to admit above the admission number in these circumstances, but they are not obliged to do so. If a place is refused, parents/carers will be informed of their right to appeal.

Children below compulsory school age

Where children below compulsory school age are offered a place at the School, they will be entitled to attend the School full-time in the September following their fourth birthday. A student reaches compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days correspond to school terms. They are 31 December, 31 March, and 31 August.

Parents/Carers may defer their child's entry to the School until later in the school year but not beyond the point at which the student reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for, whichever is the sooner. Where the parents/carers wish, students may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Parents/Carers must contact the Headteacher to make these arrangements.

Challenging behaviour

We will not refuse to admit a student on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e., where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that is not the normal point of entry, only in such a case that we have good reason to believe that the student may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these students to the Fair Access Protocol. We will not refuse admission on these grounds to Looked-After Children, Previously Looked-After Children and children with EHC plans listing the School.

Requests for admission outside the normal age group

Parents/Carers are entitled to request 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. In addition, the parents/carers of a summer born student may choose not to send that student to School until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. It is important for parents/carers to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request. Decisions on requests for admission outside the normal age group will be made based on the circumstances of each case and in the best interests of the student concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents'/Carers' views
- Information about the student'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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Headteacher's views

If applying during the normal admissions round, parents/carers must apply for a place in the student's normal age group at the usual time. At the same time, parents/carers may make their application for admission out of the normal age group. Wherever possible, requests for admission outside a

student's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria.

Applications will not be treated as a lower priority if parents/carers have made a request for a student to be admitted outside the normal age group.

Parents/Carers will be informed of the School's decision before April 16 and will always be informed of the reasons for any decision on the year group a student should be admitted to. Once informed of the School's decision, parents/carers may withdraw their application for the normal age group if their application for deferment is agreed or decide to accept the offer of the normal age range if they are refused. Alternatively, they could refuse this offer and make an in-year application (see below).

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.

Operation of waiting lists

Where in any year the School receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the School and it will be open to any parents/carers to ask for their child's name to be placed on the waiting list, following an unsuccessful application.

Students' position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant, they will be allocated to students on the waiting list in accordance with the oversubscription criteria. The waiting list for admissions will be ranked again every time a student is added, in line with the published oversubscription criteria. For the intake year the list is held until the end of December. You must confirm in writing if you want your child to stay on the list after this. For other years, the waiting list is held until parents/carers request their child is removed from the list or the student is too old to attend the School.

In-year applications

Parents/Carers can apply for a place for their child at any time outside the normal admissions round. Applications for in-year admissions should be sent to Lincolnshire County Council admissions team. As is the case in the normal admissions round, all students whose EHCP names the School will be admitted.

If the student has an EHCP in place which does not name the School, then the parent/carer needs to contact the local authority so that they are able to consult on whether we will be able to meet the needs of the student.

If there are spaces available in the year group parents/carers are applying for, the student will be offered a place. However, the School may refuse a place if the admission of an additional student would:

- Prejudice the provision of efficient education and/or
- Prejudice the efficient use of resources

Also note the exemption relating to challenging behaviour set out above.

If there are no spaces available at the time of the application, the student's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the students on the waiting list in accordance with the oversubscription criteria listed above on this

policy. Please see above for how the waiting list is operated.

Parents/Carers will be notified of the outcome of their in-year application in writing within 15 school days.

Further information about in-year applications is available on our School's website.

Appeals

If an application for a place at the School is unsuccessful (whether made during the normal admissions round or in-year), parents/carers will be informed why admission was refused and given information about the process for hearing appeals.

Appeals should be made by completing the 'LCA School Place Appeals Form' - available on the school website - and returning it to Lincoln Carlton Academy, within twenty (20) school days of the date of refusal.

Further details on the School's appeals timetable can be found on our website.

Monitoring of this policy

This policy will be reviewed and approved by Anthem every year.

Whenever relevant changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the School will publicly consult on these changes in accordance with the Admissions Code.

If nothing changes, we will publicly consult on the School's admission arrangements at least once every 7 years.