

# THE PRIORY PEMBROKE ACADEMY

## ADMISSION ARRANGEMENTS for 2020

1 The admission authority for the Priory Pembroke Academy is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 10 December 2018. They form part of the Trust’s admission policy. In drawing up the arrangements, the Trust has followed statutory guidance from the government in the School Admissions Code. You can find the code at:

[www.gov.uk/government/publications/school-admissions-code--2](http://www.gov.uk/government/publications/school-admissions-code--2).

2 The Trust will consider all applications for places at the Priory Pembroke Academy. Where we receive fewer applications than the published admission number in the relevant year group, we will offer places to all those who have applied.

3 The Trust aims to remove any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area by:

- a) accepting an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address (or the equivalent in the case of Crown Servants returning from overseas)
- b) accepting a Unit postal address or quartering area address for admissions purposes for a service child.

### **ADMISSION NUMBER**

4 The Priory Pembroke Academy will have the following agreed admission number for the year 2020/2021 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

- a) 120 places in Year 7.

### **APPLICATIONS TO YEAR 7**

#### **Process of application**

5 You make applications for places in Year 7 through the co-ordinated admission arrangements in the local authority area in which your child lives. You apply using the Common Application Form (CAF) provided and administered by the relevant local authority.

6 Parents resident in Lincolnshire can apply online through Lincolnshire County Council’s website: [www.lincolnshire.gov.sch.uk/schooladmissions](http://www.lincolnshire.gov.sch.uk/schooladmissions). You 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 the local authority in which they live.

7 The Priory Pembroke 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 Lincolnshire local authority:

- a) By 1 September – The Priory Pembroke Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (for example in September 2019 for admission in September 2020). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the academy.
- b) By the end of October – The Priory Pembroke Academy will provide opportunities for parents to visit the academy.
- c) By 31 October – parents complete the CAF and return it to the relevant local authority to administer.
- d) Between 1 November and 28 February –
  - the local authority sends application information to the academy for consideration by the Trust
  - the Priory Pembroke Academy sends a list of pupils to be offered places by the Trust to local authority.
- e) 1 March - the relevant local authority will make the offers of places to parents of pupils joining secondary provision on behalf of the Trust, as required by the School Admissions Code.

### **Admission criteria for Year 7**

8 The Priory Pembroke Academy will first accept all pupils with an education, health and care (EHC) plan (*Children and Families Act 2014*) or a statement of special educational needs (*Education Act 1996*) that names the academy.

### **Oversubscription criteria for Year 7**

9 Where the number of applications for admission is greater than the published admission number, the Trust will consider applications against the criteria set out below.

10 After the admission of pupils with EHC plans or statements, the criteria below will be applied for the remaining places, in the order in which they are set out:

- a. looked after children, sometimes referred to as children in public care, or previously looked after children

- b. siblings of pupils who are on the roll of the academy at the time of application
- c. children of a member of staff of the academy who has been employed at the academy for two or more years at the time of the application

*In the event of more applicants than places under criteria 10b and 10c above, children living nearest to the academy have priority, using criterion 10d.*

- d. children who live nearest to the academy measured by the straight-line distance from the Post Office address point of the academy's main entrance to the Post Office address point of the child's home.

*In the event that two or more applicants under criterion 10d live the same straight-line distance from the academy, the place or places will be allocated at random by an independent person.*

11 Children of staff recruited after 1<sup>st</sup> March in the year of admission to fill a post for which there is a demonstrable skill shortage may be considered as exceptional admissions.

#### **ARRANGEMENTS FOR ADMITTING PUPILS TO OTHER YEAR GROUPS AND OTHER THAN AT THE START OF THE SCHOOL YEAR**

12 The Trust will consider all applications to year groups in which the academy provides education and, if the year group applied for contains fewer pupils than the published admission number (PAN) for the normal intake year for this year group, the academy will admit the child. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered places. You can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions). You can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030.

#### **ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP**

13 The academy will normally admit pupils into the designated year group for their age. Parents may seek a place for their child outside their normal age group if, for example, the child is gifted or talented, or has experienced significant problems such as ill health. As well as completion of the CAF, these applications need to be made in writing, giving one or more reasons for the request. Any parent considering this should contact the academy to discuss the implications of this arrangement before applying. Each application for admission outside the normal age group will be dealt with individually to ensure all the circumstances are taken into account when making a decision. In coming to a decision, the academy will consider a range of evidence as set out in the School Admissions Code, including that provided by the parent, and take 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 headteacher.

### **OPERATION OF WAITING LISTS**

14 The academy will operate a waiting list until 31 December each year for all unsuccessful applicants for each year group in which the academy provides education. Children's position on a waiting list will be determined solely in accordance with the oversubscription criteria set out for the relevant year group above.

15 Where places become vacant the Trust will allocate places 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, an applicant's details change or an applicant leaves the waiting list. You will need to inform the academy of your new address and any other new contact details if you move house while on the waiting list.

### **RIGHT OF APPEAL**

16 Parents or carers of all unsuccessful applicants have a right of appeal to an Independent Appeal Panel for the parents or carers of all unsuccessful applicants. The appeal panel is set up under the School Admission Appeals Code. Details of how to make an appeal will be provided when a parent is informed of a decision to refuse their child a place at the academy.

### **FAIR ACCESS PROTOCOL**

17 The academy and Trust will participate fully with the Lincolnshire local authority's *Fair Access Protocol*, which makes sure that unplaced children, especially the most vulnerable children, are offered a place at a suitable school as quickly as possible.

### **CONCERNS ABOUT APPLICATIONS**

18 As the admission authority for the academy, the Trust has the right to investigate any concerns it has about an application. The Trust may withdraw an offer of a place if it is found that parents have made a fraudulent claim or provided intentionally misleading information, such as a false address. The Trust reserves the right to check any information provided so it can apply the oversubscription criteria accurately and fairly.

## **DEFINITIONS**

### ***Looked after children***

19 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.

20 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).

21 'Previously looked after children' 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).

22 Child arrangements orders are defined in section 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.

23 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).

### ***Siblings***

24 A sibling is defined as:

- a natural brother or sister, whether or not a resident in the same household
- another child normally in residence for the majority (more than 50%) of term time in the household for whom the adult in the household has parental responsibility as defined in the Children Act 1989 (for example, adopted siblings, half-brothers and sisters, step-brothers or sisters, and foster brothers or sisters)
- any child in the household where an adult is defined as a parent for the purposes of section 576 of the Education Act 1996.

### ***The position of twins and siblings in the same year group***

25 In the case of twins or other children from multiple births (or two or more siblings in one cohort) and where there is only one place available, the application will be considered together as one application.) The academy will then exceed its published admission number.

### ***Distance***

26 Distances are measured in a straight line and are calculated to three decimal places (for example 1.543 miles) by the Lincolnshire County Council school admissions team from the Post Office address point of the child's home to the Post Office address point of the academy (the gate at the main entrance to the academy on Croft Lane, Cherry Willingham).

### **Home address**

27 *This is 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 where an adult in the household is defined as a parent for the purpose of section 576 of the education Act 1996. This could include a person who is not a parent but who has parental responsibility for her or him. It will not usually include other relatives such as grandparents, uncles, aunts etc. unless they have all the rights, duties, powers and authority which by law a parent of a child has in relation to the child and their property.*

28 *In the case of a child who normally lives during the school week with more than one parent at different addresses, the home address for the purpose of school admissions will be that of the parent who lives closest, as measured by straight line distance to the academy. If a family has more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time. In either scenario 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.*

### **Staff**

29 *Staff means an employee of the Priory Federation of Academies Trust who is deployed for the majority of their working time at the Priory Pembroke Academy.*