



ADMISSIONS POLICY 2019

BRANSTON
COMMUNITY ACADEMY

Reviewed: February 2018

Next Review Date: December 2018

1. Admissions

- 1.1 The published admission number is 210.
- 1.2 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.
- 1.3 The Governing Body will admit all those who have applied for a place at Branston Community Academy provided that sufficient places are available. If the number of those requests for entry is too high, priority in the allocation of places will be as follows:
 - 1.3.1 First, to those in public care, sometimes referred to as 'looked after' is a child who is in the care of a local authority or provided with accommodation by them in accordance with section 22 of the Children Act 1989, at the time of application. This definition includes previously looked after children who were looked after, but ceased to be so because they were adopted, or became subject to a residence 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).
 - 1.3.2 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).
 - 1.3.3 Second, to those who have a sibling who will still be attending the Academy the child is due to start.
 - 1.3.4 Third to those who have had a sibling attend the Academy and left within the last 3 years.
 - 1.3.5 Fourth, by Straight line distance from the child's home to the Academy

2. Process of application for the normal intake year

- 2.1 Arrangements for applications for places in Year 7 at Branston Community 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, 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. Branston Community 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.
- 2.2 A parent whose request for admission is refused can appeal to an independent appeal panel. Any appeal against a decision not to admit a Year 7 student should be sent to the Academy before the end of March.
- 2.3 *If any of the criteria above are oversubscribed the tie-break will be straight line distance with the child living nearest being offered the place.*
- 2.4 *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*

- 2.5 The Governing Body has the right to investigate any concerns it may have with respect to the accuracy of information provided by parents on an application form and to withdraw the offer of a place if there is evidence that parents have made misleading or fraudulent claims.
- 2.6 The governors will keep a waiting list up until the end of the autumn term. This list is kept in the order given above and it is where the child stands in relation to these criteria rather than the length of time on the waiting list that will determine if a place is offered.

3. Mid-Year Admissions

- 3.1 Applications are made on the Lincolnshire mid-year admissions form or directly to the school, but applicants for places in Years 10-11 will need to be aware that Key Stage 4 qualification routes already started in other schools may not be able to be continued or contribute to successful outcomes from the school's examination board syllabuses. Applications will be considered up to the PAN for that year group.
- 3.2 To apply via the local authority, you should contact the Education Team on 01522 782030 or email schooladmissions@lincolnshire.gov.uk

4. Admission of children outside their normal age group

- 4.1 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.
- 4.2 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. Branston Community 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

5. Children of UK Service Personnel

- 5.1 The Academy will allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date and Unit Postal Address or quartering area address and the number of students on roll is below PAN. The Governors will not refuse a service child a place because the family does not currently live in the area.

6. Appeals

- 6.1 The procedures for appeals relating to admissions will be in accordance with all relevant legislation. The Academy has chosen to continue having appeals organised and heard by the County Council Legal Service section. They provide an independent panel separate from the admission system. The decision of the appeal panel is binding on all parties

7. Fair Access

7.1 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.

8. Definitions

8.1 Sibling

- A full brother or sister, whether or not resident in the same household.
- Another child normally resident for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989.
- In the case of twins (or two siblings in the same age cohort) and where there is only one place available in the Academy, both will be considered together as one application provided that both have met the standard for entry to the Academy. The Academy will be authorised to exceed its admissions number by one.

9. Straight Line distance

Straight line distance as calculated electronically to three figures after the decimal point (e.g. 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.

10. Home Address

10.1 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 any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for her or him.

10.2 It could include a child's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc. unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.

10.3 Where your child lives normally during the school week with more than one parent at different addresses, we will take as the home address, the address where your child spends the majority of time. 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 you would like us to use on your application.

10.4 If you have 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.

10.5 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.

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

11. Year 12 (Sixth Form) Admissions

- 11.1 The Published Admission number, for non-Branston students, is 20.
- 11.2 The Academy has an open access Sixth Form. Details of the requirements are available in the Sixth Form prospectus which is available from the Academy.
- 11.3 All applicants need to meet the school's overall academic standards for admission to the sixth form and any specific requirement for the particular subject. If there are more applicants than places available, then applicants will be offered places in the following order:

11.3.1 All students with an education, health and care (EHC) plan or a statement of special educational needs which names the academy will be accepted

After the admission of students with EHC plans or statements, the criteria below will be applied in the order in which they are set out below:

11.3.2 Looked after children, or previously looked after children, sometimes referred to as children in public care

11.3.3 The grade achieved in the relevant subject or subjects, starting with the highest score

11.3.4 The average points score achieved across all GCSE subjects taken by the applicant, starting with the highest score

11.3.5 Straight Line Distance from home to school, with the applicant living nearer to the school having priority. This would be the tie breaker if necessary.

- 11.4 In the event that the school refuses a place in the Sixth Form, students/parent have the right of appeal to an independent panel. Please contact the Education Team on 01522 782030 or email schooladmissions@lincolnshire.gov.uk

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