



ADMISSIONS POLICY 2027

Consultation and review:
Autumn 2025

Next Review: Autumn 2026

1. Admissions

- 1.1 The published admission number is 208.
- 1.2 In accordance with legislation the allocation of places for children with the following will take place first; 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 looked After Children and 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 definition*)
 - 1.3.2 Second, to those who have a sibling who will still be attending the Academy when the child is due to start.
 - 1.3.3 Third to those who have a had a sibling attend the Academy and left within the last 3 years from the date of application.
 - 1.3.4 Fourth to children of members of staff provided that they have been employed for a minimum of two years at the time of application and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
 - 1.3.5 Fifth, as nearest non-selective school (*This applies when the school is the nearest state funded non-selective school to the child's address admitting children to the relevant year group; this is calculated by Lincolnshire County Council school admissions team using straight line distance*).
The 'find your nearest school' tool is now live on the LCC website at the link below.

<https://www.lincolnshire.gov.uk/find-nearest-school>

- 1.3.6 Sixth, by Straight line distance from the child's home to the Academy with the child living closest receiving priority

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.
- 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. From this point, if a child's name is still on the waiting list, it will be transferred on to the Mid-Year Admissions reserve list (*see 3.3 below*).

3. In-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.
- 3.2 To apply via the local authority, you should contact the Education Team on 01522 782030 or email schooladmissions@lincolnshire.gov.uk
- 3.3 If you wish your child to join the school and the year group is full, your child will be added to the mid-year reserve list. This will be kept in the order of the oversubscription criteria. The time you have been on the list is not taken into account. If it is necessary to refuse a place, then you will be informed of your right of appeal.

The list is cleared at the end of each academic year. If you would like your child to be placed on the reserve list for the following academic year, please contact the school.

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. Parents resident in Lincolnshire should call 01522 782030 or email outofcohortadmissions@lincolnshire.gov.uk for advice 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 Principal

5. Children of UK Service Personnel (*UK Armed Forces*)

5.1 In order to support the military covenant aimed at removing disadvantage 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 relation date then an intention to move to a confirmed address or quartering within the UK will be accepted for a child 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 child's current address will be used to examine the application against the oversubscription criteria until the child is formally resident in 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 child 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 child who would otherwise have been offered the place.

If a family have provided the required proof of posting, a unit postal address will be accepted for the purposes of operating the oversubscription criteria if parents are unable to provide an address or prefer to use the unit address. This unit will be the base to which the parent has been posted.

In all cases where an applicant is considered after national offer day of the admitting year and parents can demonstrate that the child is a child of a crown servant returning from abroad or is a child of a serving member of the armed forces, the governors will consider whether to offer a place at a school even if the school has reached its official PAN. When making the decision whether to offer over PAN the governors 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 child 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 Governors have discretion to admit above the admission number in these circumstances but they are not obliged to do so. If a place is refused, parents will be informed of their right of appeal.

6. Appeals

6.1 The procedures for appeals 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. If it is necessary to refuse a place, you will be informed of your right of appeal and the relevant time scales.

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. Students allocated under fair access protocols will take precedence over those on a waiting list. Branston Community Academy will participate in Lincolnshire County Councils the fair access protocol.

8. Definitions

8.1 Looked After Children and Previously Looked After Children.

Looked after children and previously looked after children includes 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.'

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).

8.2 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.
- Siblings from a multiple birth - multiple birth children are split by operation of the oversubscription criteria, the school will accommodate all children unless this would make the class too large and prejudice the education of the other children. Brothers and sisters in the same year group - If brothers and sisters in the same year group are split by operation of the oversubscription criteria, the school will accommodate all children unless this would make the class too large and prejudice the education of the other children.

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.

This applies when the school is the nearest state funded, non-selective, mainstream school to the child's address admitting children to the relevant year group; this is calculated by Lincolnshire County Council school admissions team using straight line distance to three decimal places e.g. 1.234 miles. If you reside in Lincolnshire, you can use the search tool at <https://www.lincolnshire.gov.uk/find-nearest-school> to identify which school is your closest school.

10. Home Address

- 10.1 The home address is considered as the address where the child lives for the majority of term time with a parent (as defined in section 576 of the Education Act 1996). Where a child lives normally during the school week with more than one parent at different addresses, the home address accepted for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at two addresses during school term time, they can choose which address to use on the application. If a parent has more than one home, we will accept the address where the parent and child normally live for the majority of the school term time as the home address.
- 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 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.
- 10.4 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. 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.
- 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 external students, is 20.
- 11.2 Sixth Form Entry requirements:

Pathway	Description	Criteria
Pathway 1 – A level subjects	Students will usually study three A level subjects. A levels are linear qualifications that will be assessed externally at the end of two years	A minimum of 6 GCSE passes at grade 5 and above, grade 4 in both GCSE English Language and Mathematics, and the subject specific entry criteria. In most cases this will mean that a student will have at least three grades at level 6 or above. In some cases a student will not have taken a subject at GCSE and a related subject may be taken into consideration.
Pathway 2 – A combination of A level and BTEC subjects	Students can combine A level and BTEC subjects. BTEC subjects require students to work on internally assessed portfolios and undertake examinations which are essential to passing the course	A minimum of 6 GCSE passes at grade 4 and above, grade 4 in both GCSE English Language and Mathematics and the subject specific entry criteria. In most cases this will mean that a student will have at least three grades at level 5 or above.
Pathway 3 – BTEC subjects	BTEC subjects require students to work on internally assessed	A minimum of 5 GCSE passes at level 4 and above and the subject specific entry criteria

	portfolios and undertake examinations which are essential to passing the course	
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Each subject has subject specific entry criteria.

Due to ongoing changes in exam qualifications by the exam boards, this information is not available in advance. The subject specific entry criteria will be published in the Sixth Form prospectus and on the school website in October of the year preceding entry

- 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 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.

- 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 Academy for further details if required.