



# Admissions Policy 2018/2019

Approved by University Academy Holbeach Governing Body: February 2017

## PROCEDURE FOR ADMITTING PUPILS TO UNIVERSITY ACADEMY HOLBEACH

### Objectives and Constraints

The University Academy Holbeach Trust is responsible for determining the Academy's Admission Policy. In undertaking this responsibility, the Trust will be guided by the requirements of the law and will conform fully to the admissions code. The admissions oversubscription criteria have been created so as to ensure fairness, transparency and ease of operation.

### Admission Number(s)

The planned admissions number for Year 7 will be 180.

### Process of Application for the Normal Intake Year

Arrangements for applications for places in Year 7 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. University Academy Holbeach 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.

### Midyear Admissions

Applications for other year groups, (and Year 7 once the year has commenced) should be made through Lincolnshire County Council. Applications can be submitted online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions). You can also apply by telephone, or request an application form, by telephoning 01522 782030. Applications to Sixth Form must be made direct to the academy.

### Priorities for Admissions

In accordance with legislation the allocation of school places for children with a statement of special educational needs (Education Act 1996) or an Education Health Care Plan (Children and Families Act 2014) which names the Academy will take place first. We will then allocate the remaining places in accordance with this policy.

Where more applications are received than there are places available, applications will be considered in accordance with the Academy's published oversubscription criteria following the order stated. Words marked with a number are explained separately in the definitions and notes section:

## **Oversubscription Criteria**

- A.** 'Looked after Children' and previously 'Looked after Children' <sup>(1)</sup>.
- B.** Children for whom there are particular medical or social reasons <sup>(2)</sup> which, in the Academy's view, justifies admission to the school.
- C.** Siblings <sup>(3)</sup> already attending the Academy (in years 7 through to 10) and expected to continue at the Academy in the following school year (i.e. at the time of admission).
- D.** Children resident <sup>(4)</sup> within the civil parishes of (in no order of priority):  
Holbeach, Fleet, Whaplode and Crowland.

Children will be classed within this category if they are resident <sup>(4)</sup> within the area served by the Academy on the closing date for applications. A map of this priority area is attached.

- E.** Straight line distance, with pupils resident <sup>(4)</sup> nearest to the Academy having higher priority. Measurements are made using an Ordnance Survey address-point system which measures straight line distances in miles from the address point of the place of residence to the address point of the Academy. (This criterion will be used as a tie-break in criteria C and D above).

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

### **Reserve List**

For admission into the intake year the governors will keep 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 will not take account of the time you have been on the list. For the intake year the reserve list is kept by the Schools Admission Team until the end of August preceding entry. After this the Academy will keep the reserve list until the end of the academic year. Those refused a midyear place can request for their child to be added to the reserve list. Reserve lists for these year groups will be kept by the Academy until the end of the academic year, at which point it will be cleared and a new list started in September of the next academic year. Any parent/guardian wishing for their child to be on the list must contact the school in writing and await formal confirmation that a place has been allocated on the Reserve List.

### **Children of UK Service Personnel**

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:

- 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 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.

### **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. University Academy Holbeach 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/ guardian'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

### **Fair Access Protocol**

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.

## **Sixth Form Admissions**

The planned admissions number for the sixth form is 50. (External students). The planned capacity for Year 12 is 170.

All applicants (external and internal) need to meet the Academy's overall academic standards for admission to the sixth form and any specific requirement for the particular subject:

A Levels – 5 A\* - C EM and B grades in the subjects wanting to be studied at A level. If the subject was not studied at GCSE then a B grade in English Language is required in the majority of subjects.

Level 3 courses – 5 A\* - C EM.

Level 2 courses – 5 A\* - D

Level 1 courses – 5 A\* - G

Foundation Learning – At least Entry Level Qualification in English and Maths

Where more applications are received than there are places available, applications will be considered in accordance with the Academy's published oversubscription criteria following the order stated below. Words marked with a number are explained separately in the definitions and notes section:

**A.** Students with a statement of special educational need or an EHCP (Educational Health Care Plan).

**B.** 'Looked after Children' and previously 'Looked after Children' <sup>(1)</sup>.

**C.** Children for whom there are particular medical or social reasons <sup>(2)</sup> which, in the Academy's view, justifies admission to the school.

**D.** The grade achieved in the relevant subject or subjects, or for those subjects not available at GCSE, a relevant subject specified in the Academy's sixth form brochure. The student with the highest grade will be admitted first.

**E.** The higher average points score achieved across all GCSE subjects taken by the applicant.

**F.** A student resident <sup>(4)</sup> within the combined area of the civil parishes of (in no order of priority): Holbeach, Fleet, Whaplode and Crowland.

Students will be classed within this category if they are resident <sup>(4)</sup> within the area served by the Academy on the closing date for applications. A map of this priority area is attached.

**G.** Straight line distance, with pupils resident <sup>(4)</sup> nearest to the Academy having higher priority. Measurements are made using an Ordnance Survey address-point system which measures straight line distances in miles from the address point of the place of residence to the address point of the Academy. (This criterion will be used as a tie-break in the categories above).

If the Academy cannot differentiate between the applications within any criterion a random allocation tie-breaker will be applied and operated by an Independent Adjudicator. (Someone who is not employed by UAH).

### **GCSE Grades**

For 2018 intake the effect of national changes is that the format of GCSE grades will still be in the process of transition from A\* to G to 9 to 1; each of these schools will publish full details of how they will operate locally in the Sixth Form brochure or prospectus available to all prospective applicants. The standards will align as closely as possible with those given above.

## **Definitions and Notes**

If specified as a criterion, the following definitions and notes apply to Year 7 to 11 and Sixth Form oversubscription criteria, unless otherwise stated.

**1.** A 'looked after child' is a child who is in the care of a local authority or provided with accommodation by that authority (as defined in section 22 of the Children Act 1989) at the time of application and who the local authority has confirmed will still be looked after at the time of admission to the 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's 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).

**2.** Supporting evidence must be provided which sets out the medical condition or social reasons why the school is the most suitable school and the difficulties that would be caused if the child had to attend another school. The Academy Trust will consider the information presented and will determine whether the evidence is sufficiently compelling to apply this criterion to the application.

### **3. Siblings.**

- A full brother or sister, whether or not resident in the same household.
- Another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by 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.
- In the case of twins, or brothers and sisters in the same year group, where there is only one place available in the Academy, both will be considered together as one application

**4.** For Year 7 to Year 11, by resident we mean the address where the child lives for the majority of the school term time with a parent (as defined in section 576 of the Education Act 1996) who has parental responsibility as defined in the Children Act 1989.

Where a child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. If a child spends an equal amount of time at both addresses during school term time, the address will be used of the parent who lives closest, as measured by straight-line distance.

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.

For Sixth Form, by resident we mean the address where the student lives for the majority of school term time. If a student lives during the school week an equal amount of time at different addresses, the address used for the purposes of admission will be the one closest to the academy measured by straight-line distance. Distances are measured using an Ordnance Survey address-point system which measures straight line distances in miles from the address point of the place of residence to the address point of the Academy.

### **Fraudulent or Misleading Applications**

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.

### **Appeals**

There is a right to appeal if the academy has been expressed as a preference and a place is not offered. For Sixth Form there is right to appeal, but no right to appeal for a particular course.

The procedures for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and organised by the County Council Legal Services Section and entirely separate from the admission system. The decision of the independent appeal panel is binding on all parties.

Further information and the appeal form is available at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions).

## University Academy Holbeach Priority Area

The blue area highlighted on the map below represents the parishes of Holbeach, Fleet, Whaplode and Crowland.

