

UNIVERSITY ACADEMY  
**HOLBEACH**



UNIVERSITY OF  
**LINCOLN**

University Academy Holbeach

*Principal: Sheila Paige BA (Hons)*

**ADMISSIONS POLICY**  
**2027 - 2028**

Adopted by the Governing Body  
To be reviewed annually  
Review date: February 2027

# PROCEDURE FOR ADMITTING PUPILS TO UNIVERSITY ACADEMY HOLBEACH

## Objectives and Constraints

The University Academy Holbeach is responsible for determining the Academy's Admission Policy. In undertaking this responsibility, the Academy 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 270.

## 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). 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 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:

- 1. Child with an Education Health Care Plan (EHCP)** which names the Academy.
- 2. 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.<sup>(1)</sup>
- 3. Children with a brother or sister on roll** at University Academy Holbeach at the time of application)<sup>(2)</sup>.
- 4. Children for whom University Academy Holbeach is the nearest non-selective school<sup>(3)</sup>** as measured by **straight-line distance<sup>(4)</sup>**.

## **5. Straight line distance,<sup>(4)</sup> with pupils resident<sup>(5)</sup> nearest to the Academy having higher priority.**

These criteria are applied by 'working down' such that if there is a tie in a category, categories 'beneath' these are then applied until the tiebreaker is used (if necessary).

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 first term**. If you wish your child be kept on the Reserve List past this date confirm this in writing to [admissions@uah.org.uk](mailto:admissions@uah.org.uk)

Those refused a **midyear place** can request in writing to [admissions@uah.org.uk](mailto:admissions@uah.org.uk) for their child to be added to the reserve list for that year group and await formal confirmation that a place has been allocated on the list. Reserve lists for these year groups will be kept by the academy until the end of the academic year (July 31st), at which point they will be cleared and new lists started in September of the next academic year. Any parent/guardian wishing for their child to be put the list for the new academic year on the list must contact the academy in writing at [admissions@uah.org.uk](mailto:admissions@uah.org.uk) and await formal confirmation that a new place has been allocated on the child's new Year Group reserve list.

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

For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address, intended 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 where the parent requests this.
- The Governors will not refuse a service child a place solely because the family does not have an intended address or does not yet live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the school for more details.

For late coordinated applications and midyear applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces).

The governors will consider whether:

- An application from that address would normally succeed in an oversubscribed year.
- There is any child on the reserve list with higher priority under the oversubscription criteria.
- The prejudice from admitting an extra child would be excessive.

The governors have discretion to admit above the admission number in these circumstances if they wish, but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

### **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. The University Academy Holbeach will participate in the Lincolnshire County Council Fair Access Protocol. This is available on the Lincolnshire County Council website [www.lincolnshire.gov.uk](http://www.lincolnshire.gov.uk).

### **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:

#### Level 1 Courses

5 GCSE's 9-2 (A\*-E)

#### Level 2 Courses

5 GCSE's 9-3 (A\*-D)

#### Level 3 Courses

5 GCSE's 9-4 (A\*-C) including English and Maths

#### A Level Courses

5 GCSE's 9-5 (A\*-C) including English and Maths and 6 or above in their chosen A Level subject

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:

1. Students with a statement of special educational need or an EHCP (Educational Health Care Plan).
2. '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.<sup>(1)</sup>
3. 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.
4. The higher average points score achieved across all GCSE subjects taken by the applicant.
5. Straight line distance<sup>(4)</sup>, with students resident<sup>(5)</sup> nearest to the Academy having higher priority.

If two or more students 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.

## **Grade Requirements**

### **A Level Subjects**

- All students must achieve a minimum of 5 x 9-5 including English and Maths **and**
- A minimum of 6 or above in the subjects they have chosen to study at A Level

If the following subjects have not been studied before at GCSE then a minimum of 6 in English Language must be achieved

- English Literature
- Law
- Government and Politics
- Business Studies
- Sociology
- Philosophy and Ethics
- History
- Geography

If the following subjects have not been studied before at GCSE then a minimum of 6 in Maths must be achieved

- Chemistry
- Biology
- Physics

Maths A Level - students must achieve a minimum of a 7 at GCSE to continue studying this at A Level

### **L3 Vocational Courses and T Levels**

- Applied Science
- Art and Design
- Sport

- Business Studies
- Music
- IT
- Media
- Health and Social Care
- Childcare and Education

All students must achieve a minimum of 5 x 9-4 grades including English and Maths **and** a minimum of 4 or above **if** they have already studied a GCSE in that subject.

### **T Level Transition Pathway**

For all transition pathways students must have a grade 3 in Maths and English, demonstrating potential for this to be a grade 4 within an academic year. The intention of this pathway must be to study a T Level after completion.

### **Technical Qualifications**

- Motor Vehicle
- Bench Joinery
- Brickwork
- Plumbing
- Hair dressing
- Beauty Therapy
- Childcare
- Electrical (L2 only)

### **All courses are available at Level 1 and Level 2**

All students must achieve a minimum of – **5 X 9-3** grades at GCSE for entry onto a **Level 2 course**.

All students must achieve a minimum of – **5 X 9-2** grades at GCSE for entry onto a **Level 1 course**.

## **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. 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. 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).

## 2. 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.

If siblings of a multiple birth or brothers and sisters in the same year group are split by operation of the oversubscription criteria and one will be offered a place, the Academy will offer places to all of these siblings even if the school has already reached its PAN, providing that these children are next on the reserve list.

3. For Year 7 to Year 11, **University Academy Holbeach is the nearest non-selective school.** This is calculated by measuring straight-line distance <sup>(5)</sup> from the address where the child is resident<sup>(4)</sup> to all non-selective schools which offer secondary education. A non-selective school for this purpose is a secondary school which is not a grammar.

4. **Straight-line distance** is calculated using an electronic mapping system. Measurements are made from the post office address point of the child/student's home to the post office address point of the academy. Calculations of distance are made to three decimal points.

5. 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/carer (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/carer 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**<sup>(5)</sup>.

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**<sup>(5)</sup>.

## 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).