



## **Staniland Academy - Admission Policy 2021 - 2022**

Staniland Academy is part of The Boston Witham Academies Federation. The academy trust is the admission authority for the school and therefore set the admission arrangements.

Arrangements for applications for places in Reception at Staniland 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](http://www.lincolnshire.gov.uk/schooladmissions), parents resident in other areas must apply through their home local authority. Staniland 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. A child is entitled to a full-time place in the September following their fourth birthday.

For a midyear place, an application can be made on the midyear application form or online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions). Applications are usually made through the child's home local authority. Lincolnshire residents should contact Lincolnshire County Council for an application. Applications can be made directly through Lincolnshire by out of county residents if their home local authorities do not co-ordinate this process.

In accordance with legislation the allocation of places for children with an Education, Health and Care Plan (Children and Families Act 2014) naming the school in the plan will take place first. Remaining places will be allocated in accordance with this policy.

Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age.

Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

For entry into Reception in September we will allocate places to parents who return an application before we consider any parent who has not returned one.

The school's admission number is 90. The oversubscription criteria will come into effect for any number greater than 90.

## **Oversubscription criteria**

The oversubscription criteria are listed in order. If it is necessary to distinguish between more than one applicant in any criteria, the next criteria will be applied until the tiebreaker is used. Words marked with a number, for example 1, 2 and 3 are explained separately in the definition and notes section.

- A. Looked after children and all previously looked after children (1).
- B. There is a brother or sister (2) at the school who will still be attending when the child is due to start, or on roll at the school at the time of application.
- C. The distance from the home (3) to the school, priority will be given to the child living closest the school.

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then a lottery will be drawn by an independent person, not employed by the school or working in the Children's Services Department at the Local Authority.

## **Definitions and Notes**

### **1) Looked after children**

- A 'looked after child' is a child who is (a) in 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.
- 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) Brother or sister**

- 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.

### **Twins and other siblings from a multiple birth**

- In these cases all the children will be considered together as one application. If one or more can be admitted within the published admission number the school will be allowed to go above its admission number as necessary to admit all the children, unless this would make the class too large. The government's school admissions code makes an exception to the infant class limit in this situation.

### **Brothers and sisters in the same year group**

- Where there is only one place available in the school the children will be considered together as one application. The school will be allowed to go above its admission number as necessary to admit all the children except in cases where infant class regulations prevent this from happening. If this happens we can only legally offer one place because the government's school admissions code makes no exception to the infant class size limit for siblings in the same year group. We will offer the parent one place for one child and a different school for the other child or children.

### **3. Home address**

- By home address we mean 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 who has parental responsibility for the child 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 parent can show that their child spends an equal amount of time at both addresses during school term time, they can choose which address to use on the application. This address will be measured by straight line distance to the Academy.
- If a parent has more than one home, we will take the home address as the address where the parent and child normally live for the majority of the school term time.

### **Nearest school**

- Straight line distance as calculated electronically to three figures after the decimal point (eg 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.

### **Nearest address to the school**

This applies when the school is the nearest state funded school to the child's address admitting children to the relevant year group; this is calculated by Lincolnshire County Council school admission team using straight line distance.

### **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.

Staniland 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.

### **Reserve Lists**

For admission into the intake year the governors will keep a waiting list which we call 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 must not take account of the time you have been on the list.

For the intake year the list is kept by the Schools Admission Team until the end of August.

After this, the school admissions code requires that schools keep the reserve list until the end of the autumn term.

### **Appeals**

The procedures for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and entirely separate from the admission system. The decision of the appeal panel is binding on all parties. You should send your appeal to the school by the required date.

### **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. Students allocated under Fair Access Protocols will take precedence over those on a waiting list. Staniland Academy will participate in Lincolnshire County Council's Fair Access Protocol.

### **Children of UK Service Personnel (UK Armed Forces)**

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. The new address will be used to consider the application against the oversubscription criteria. A unit postal address can be used if the family do not have a confirmed address at the time of application. Where an application is not supported by an official letter or is not being made due to a new posting then the current address will be used to examine the application against the oversubscription criteria until the family are 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 confirmed address cannot be provided, a unit postal address will be accepted for the base to which the parent has been posted. If the application is not supported by an official posting notice, then the intended address will not be used for the purposes of oversubscription until the child is resident in this address. The application will be ranked according to the oversubscription criteria based on the child's current address.

- In all cases where 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 to appeal.

### **Final Tiebreaker**

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.

### **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.