

PRIORY CITY OF LINCOLN ACADEMY

ADMISSION ARRANGEMENTS for 2022

1 The admission authority for Priory City of Lincoln Academy is The Priory Federation of Academies Trust (“the Trust”). These admission arrangements were determined by the Trust on 7 December 2020. They form part of the Trust’s admission policy. In drawing up the arrangements, the Trust has followed statutory guidance from the government in the School Admissions Code. You can find the code at: www.gov.uk/government/publications/school-admissions-code--2.

ADMISSION NUMBERS

2 Priory City of Lincoln Academy will have the following published admission numbers (PAN) for the relevant year group in the school year 2022/23 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

- a) 150 places in Year 7
- b) 20 places in Year 12, in addition to those for students from Priory City of Lincoln Academy who wish to stay on into the sixth form.

FINDING YOUR WAY ROUND THESE ADMISSION ARRANGEMENTS

3 For places in Year 7 please go to paragraphs 4 – 15.
For places in the sixth form please go to paragraphs 16 – 22.
Then, for important information for all age groups, please go to paragraphs 23–46.

APPLICATIONS TO YEAR 7

Process of application

4 You make applications for places in Year 7 through the co-ordinated admission arrangements in the local authority area in which your child lives. You apply using the Common Application Form (CAF) provided and administered by the relevant local authority.

5 Parents resident in Lincolnshire can apply online through Lincolnshire County Council’s website: www.lincolnshire.gov.sch.uk/schooladmissions. You 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 the local authority in which they live.

6 Priory City of Lincoln Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Lincolnshire local authority:

- a) By 1 September – Priory City of Lincoln Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (for example in September 2021 for admission in September 2022). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the academy.
- b) By the end of October – Priory City of Lincoln Academy will provide opportunities for parents to visit the academy.
- c) By 31 October – parents complete the CAF and return it to the relevant local authority to administer.
- d) Between 1 November and 28 February –
 - the local authority sends application information to the academy for consideration
 - Priory City of Lincoln Academy sends a list of pupils to be offered places by the Trust to local authority.
- e) 1 March - the relevant local authority will make the offers of places to parents of pupils joining secondary provision on behalf of the Trust, as required by the School Admissions Code.

Admission criteria for Year 7

7 Priory City of Lincoln Academy will consider all applications for places at the academy. Where the number of applications is less than or equal to the published admission number, we will offer places to all those who have applied.

8 Where the number of applications is greater than the published admission number, Priory City of Lincoln Academy will first accept all pupils with an education, health and care (EHC) plan (as defined in the *Children and Families Act 2014*) that names the academy.

Admissions through aptitude for sport in Year 7

9 Priory City of Lincoln Academy will admit up to 15 pupils to Year 7 on the basis of their aptitude for sport. Parents who wish to seek a place at the academy for their child based on aptitude for sport should present their child for assessment. The assessment is based on nationally recognised activities focusing on skill, power, stamina and agility, and is not linked to current success in any particular sport.

10 The aptitude assessment takes place in the first half of the autumn term before the year of entry (that is, when the child is in Year 6). The date of the assessment is available from Priory City of Lincoln Academy. Parents who wish their child to take the aptitude assessment should request, complete and return the assessment application form, which is

available from the academy, at least one week before the assessment.

11 Taking the aptitude assessment is not an application in itself. The academy will only consider applications for admission through aptitude assessments when the Common Application Form has been received by the local authority and the academy has been notified, confirming that an application has been made.

12 The academy will only consider those applicants who achieve a minimum standard in the assessment for the places available on the basis of aptitude for sport. Parents will automatically be notified of the outcome of the assessment and whether or not their child has met the minimum standard for consideration for an aptitude place.

Other admissions to Year 7

13 The academy will allocate the remaining places to other applicants, including those who were unsuccessful in their application through aptitude assessment.

Oversubscription criteria for Year 7

14 After the admission of pupils with EHC plans, the academy will consider applications for the remaining places against the criteria set out below.

The criteria below will be applied in the order in which they are set out. If applying any criterion would result in the year group being oversubscribed, the subsequent criteria will be applied, in order, to decide which applicants will be admitted.

- a. looked after children, or previously looked after children (*please note the revised definition in paragraph 36 below*)
- b. applicants who achieve the minimum standards needed for admission on the basis of aptitude for sport

In the event that more than 15 applicants achieve the minimum standard, the 15 places will be offered to the applicants with the highest scores in the assessment. If tied scores for the last of these places would result in more than 15 applicants being admitted on the basis of aptitude for sport, criteria 14c to 14e will be used, in order, to decide which applicants will be admitted. Any remaining applicants will then be considered along with other applicants using the criteria in paragraphs 14c to 14e below.

In the event that fewer than 15 applicants achieve the minimum standard, they will all be admitted and the remaining places will then be made available to other applicants using the criteria in paragraph 14c to 14e below.

- c. siblings of pupils who are on the roll of the academy at the time of the application

- d. children of a member of staff of the academy who has been employed at the academy for two or more years at the time of the application
- e. children who live nearest to the academy measured by the straight-line distance from the academy's main entrance to the Post Office address point of the child's home.

In the event that two or more applicants under criterion 14e live the same straight-line distance from the academy, the place or places will be allocated at random by an independent person.

15 Children of staff recruited after 1st March in the year of admission to fill a post for which there is a demonstrable skill shortage may be considered as exceptional admissions.

APPLICATIONS TO THE SIXTH FORM

16 Priory City of Lincoln Academy offers a range of sixth form courses at Level 3 (for example A Level and BTEC) and some at Level 2 (for example City and Guilds and IMI).

17 For Level 3 A level courses we normally expect students to have achieved at least a grade 4 in both English and Mathematics. For Level 3 vocational courses we normally expect students to have achieved grades from their best English and their mathematics grades that 'total' 7. For example a grade 4 in English and a grade 3 in mathematics would meet this requirement. In addition, each course has subject-specific GCSE requirements which we expect students to meet. There are no minimum grade requirements for Level 2 vocational courses.

18 We discuss with each applicant the best match of course to their subject background. Further information for individual subjects can be found in the academy's sixth form prospectus (<https://www.priorycity.co.uk/page/?title=Prospectus&pid=54>).

Process of application

19 Dates for applications for entry to Year 12, and for acceptances and refusals, will be published in the academy's sixth form prospectus. You make applications directly to the academy.

Admission criteria for Year 12

20 Priory City of Lincoln Academy will consider all applications for places at the academy. Where the number of applications is less than or equal to the published admission number, we will offer places to all those who have applied.

21 Where the number of applications is greater than the published admission number, Priory City of Lincoln Academy will first accept all pupils with an education, health and care (EHC) plan (as defined in the *Children and Families Act 2014*) that names the academy.

Oversubscription criteria for Year 12

22 After the admission of pupils with EHC plans, the academy will consider applications for the remaining places against the criteria set out below.

The criteria below will be applied in the order in which they are set out. If applying any criterion would result in the year group being oversubscribed, the subsequent criteria will be applied, in order, to decide which applicants will be admitted.

- a. looked after children, or previously looked after children (*please note the revised definition in paragraph 36 below*)
- b. students wishing to study the academy's specialist subjects (sport subjects)

Where the application of this criterion still leaves more students than places, then the students' total points scores in GCSE examinations will be taken into account, in order, starting with the highest score. In the case of tied scores, then the distance from home to the academy will be used as in paragraph 22c below.

- c. a student who lives nearest to the academy measured by the straight-line distance from the academy's main entrance to the Post Office address point of the child's home.

In the event that two or more applicants under criterion 22c live the same straight-line distance from the academy, the place or places will be allocated at random by an independent person.

IN-YEAR ADMISSIONS

23 The Academy will consider all applications to year groups in which the school provides education. If the Academy is able to provide a place in a year group without prejudicing the provision of efficient education or the efficient use of resources, then the Academy will admit the child.

24 If there are more applications than places then the same oversubscription criteria set out for the relevant year groups above will be used to decide who should be offered places. We will use the criteria for Year 7 for applications in Years 7–11, and the criteria for Year 12 for applications in the sixth form.

25 For places in Years 7 to 11, you should make in-year applications through Lincolnshire County Council or directly to the academy. You can apply online at www.lincolnshire.gov.uk/schooladmissions. You can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. In-year applications to the sixth form must be made directly to the academy.

ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP

26 The academy will normally admit pupils into the designated year group for their age. Parents may seek a place for their child outside their normal age group if, for example, the child is gifted or talented, or has experienced significant problems such as ill health. As well as completion of the CAF, these applications need to be made in writing, giving one or more reasons for the request. Any parent considering this should contact the academy to discuss the implications of this arrangement before applying. Each application for admission outside the normal age group will be dealt with individually to ensure all the circumstances are taken into account when making a decision. In coming to a decision, the academy will consider a range of evidence as set out in the School Admissions Code, including that provided by the parent, and take 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 headteacher.

CHILDREN OF UK MILITARY PERSONNEL

27 The Trust aims to support the military covenant by removing any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area by:

- a) processing an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date and a Unit address, intended address or quartering address (or the equivalent in the case of Crown Servants returning from overseas)
- b) accepting a Unit postal address, quartering area address or confirmed future residential home address for admissions purposes for a child of service personnel or Crown Servants moving to the area, where the parent requests this.

The Trust 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 academy for more details.

For late coordinated applications and in-year applications supported by the appropriate military documentation, the Trust will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The Trust 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 Trust has discretion to admit above the admission number in these circumstances if it wishes, but is not obliged to do so. If a place is refused, you will be informed of your right of appeal.

OPERATION OF WAITING LISTS

28 The academy will operate a waiting list (sometimes called a reserve list) until 31 December each year for all unsuccessful applicants for each year group in which the academy provides education. A child's position on a waiting list will be determined solely in accordance with the oversubscription criteria set out for the relevant year group above.

29 The waiting list for the normal intake to Year 7 at the start of the school year is managed by Lincolnshire local authority's School Admissions Team from 1 March until the end of August each year. If we refuse a place at the academy during this period, your child is automatically placed on the waiting list, unless your child has been offered a place in a higher preference school. After the beginning of September each year, the waiting list is managed by the academy.

30 Where places become available the academy will allocate places to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list. Children can move up or down the waiting list because the list will be reordered in accordance with the oversubscription criteria every time there is a new applicant, an applicant's details change or an applicant leaves the waiting list. You will need to inform the academy of your new address and any other new contact details if you move house while on the waiting list.

31 Once the waiting list has closed in each year group on 31 December, you will need to reapply if you wish your child to join the academy at a subsequent point.

RIGHT OF APPEAL

32 You have the right to appeal to an Independent Appeal Panel if your child is refused a place at the academy in any year group. Parents and carers will be informed of the reason why admission was refused. Sixth form applicants and applicants over the statutory school leaving age can exercise this right of appeal themselves. The appeal panel is set up under the School Admission Appeals Code. Details of how to make an appeal will be provided when a parent is informed of a decision to refuse their child a place at the academy.

FAIR ACCESS PROTOCOL

33 The academy and Trust will participate fully in the Lincolnshire local authority's *Fair Access Protocol*, which makes sure that unplaced children, especially the most vulnerable

children, are offered a place at a suitable school as quickly as possible. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list.

CONCERNS ABOUT APPLICATIONS

34 As the admission authority for the academy, the Trust has the right to investigate any concerns it has about an application. The Trust may withdraw an offer of a place if it is found that parents have made a fraudulent claim or provided intentionally misleading information, such as a false address. The Trust reserves the right to check any information provided so it can apply the oversubscription criteria accurately and fairly.

DEFINITIONS

Looked after children

35 *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.*

36 *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), including those children who appear to the Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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.*

37 *Previously looked after children 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).*

38 *Child arrangements orders are defined in section 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.*

39 *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).*

Paragraph 36 above was amended on 12th July 2021 to conform to the requirements of the School Admission Code 2021 in respect of previously looked after children.

Siblings

40 *A sibling is defined as:*

- *a natural brother or sister, whether or not a resident in the same household*

- *another child normally in residence for the majority (more than 50%) of term time in the household for whom the adult in the household has parental responsibility as defined in the Children Act 1989 (for example, adopted siblings, half-brothers and sisters, step-brothers or sisters, and foster brothers or sisters)*
- *any child in the household where an adult is defined as a parent for the purposes of section 576 of the Education Act 1996.*

The position of twins and siblings in the same year group

41 *In the case of twins or other children from multiple births (or two or more siblings in one cohort) and where there is only one place available, the application will be considered together as one application. The academy will then exceed its published admission number.*

Distance

42 *Distances are measured in a straight line and are calculated to three decimal places (for example 1.543 miles) by the Lincolnshire County Council school admissions team from the Post Office address point of the child's home to the Post Office address point of the academy (the gate at the main entrance to the academy on Skellingthorpe Road, Lincoln).*

Home address

43 *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 where an adult in the household is defined as a parent for the purpose of section 576 of the education Act 1996. This could include a person who is not a parent but who has parental responsibility for her or him. It will not usually include other relatives such as grandparents, uncles, aunts etc. unless they have all the rights, duties, powers and authority which by law a parent of a child has in relation to the child and their property.*

44 *In the case of a child who normally lives during the school week with more than one parent at different addresses, or if the family has more than one home, we will take as the home address the address where your child normally live for the majority of the school term time. In either scenario 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 to use on the application.*

Staff

45 *Staff means an employee of the Priory Federation of Academies Trust who is deployed for the largest proportion of their working time at the City of Lincoln Academy. If the staff member is deployed for equal amounts of time at more than one of the Trust's academies, then the staff member can select one, and only one, of these academies as the academy at which they work.*

'Total' of GCSE grades

46 *This is the total of the numbered grades that are awarded at the end of GCSE courses, including the equivalent number when converted from other qualifications.*