



**Louth Academy**

**ADMISSIONS POLICY**

**ARRANGEMENTS FOR THE ADMISSION OF PUPILS TO  
LOUTH ACADEMY**

**2022 - 2023**

**Amended September 2021**

**Consultation Date: November 2019  
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## **(1) REQUIREMENTS FOR THE ADMISSION OF PUPILS TO LOUTH ACADEMY**

### **General**

1. This annex may be amended in writing at any time by agreement between the Secretary of State and the Company.
2. Except as provided in paragraphs 2A to 2B below the Company will act in accordance with, and will ensure that an Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code, and the School Admission Appeals Code published by the Department for Education (“the Codes”) as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or legislation to “admission authorities” shall be deemed to be references to the Directors of the Company.

2A The Company is permitted to determine admission arrangements (subject to consultation in accordance with the School Admissions Code) that give priority for admission (but not above looked after children and previously looked after children<sup>1</sup>) to other children attracting the pupil premium, including the service premium (‘the pupil premium admission criterion’). Where a Company exercises this freedom it will provide information in its admission arrangements of eligibility for the premiums.

2B For the purposes of applying the pupil premium admission criterion only, sections 1.9(f) and 2.4(a) of the School Admissions Code do not apply insofar as they prevent admission authorities from giving priority to children according to the financial or occupational status of parents or using supplementary forms that ask for:

  - Any personal details about their financial status; or
  - Whether parents are serving in the armed forces (of any nation), stationed in England, and exercising parental care and responsibility for the child in question.
3. Notwithstanding the generality of paragraph 2 of this Annex, the Company will participate in the co-ordinated admission arrangements operated by the Local Authority (LA) and the local Fair Access Protocol.
4. Notwithstanding any provision in this Annex, the Secretary of State may:
  - (a) direct the Company to admit a named pupil to the Louth Academy on application from an LA. This will include complying with a School Attendance Order<sup>2</sup>. Before doing so the Secretary of State will consult the Company.
  - (b) direct the Company to admit a named pupil to the Louth Academy if the Company has failed to act in accordance with this Annex or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.

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<sup>1</sup> As defined in the School Admissions Code.

<sup>2</sup> Local authorities are able to issue school attendance orders if a child is not attending school. These are legally binding upon parents. Such an order might, for instance, be appropriate where a child has a place at an Academy but his/her parents are refusing to send him/her to school. The order will require a parent to ensure his/her child attends a specified school.

(c) direct the Company to amend its admission arrangements where they fail to comply with the School Admission Code or the Admission Appeals Code.

5. The Company shall ensure that parents and ‘relevant children<sup>3</sup>’ will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Company. Parents will be informed how to lodge an appeal on the decision letter. The Independent Appeal Panel will be independent of the Company. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.

### **Relevant Area**

6. Subject to paragraph 7, the meaning of “Relevant Area” for the purposes of consultation requirements in relation to admission arrangements is that determined by the local authority for maintained schools in the area in accordance with the Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999.

7. If the Company does not consider the relevant area determined by the local authority for the maintained schools in the area to be appropriate, it must apply to the Secretary of State by 1 August for a determination of the appropriate relevant area for the Academy, setting out the reasons for this view. The Secretary of State will consider the Company and its LA in which the Academy is situated in reaching a decision

### **Requirement to admit pupils**

8. The Academy will:

- a. Subject to its right of appeal to the Secretary of State in relation to a named pupil, admit all pupils with a Education Health and Care plan naming the Academy;
- b. Determine admission oversubscription criteria for the Academy that give highest priority to looked after children and previously looked after children, in accordance with the relevant provisions of the School Admissions Code.

### **Oversubscription criteria, admission number, consultation, determination and objections.**

9. The Academy admission arrangements will include oversubscription criteria, and an admission number for each relevant age group<sup>4</sup>. The Company will consult on the Academy’s admission arrangements and determine them in line with requirements within the School Admissions Code.

10. The Office of the School’s Adjudicator (OSA) will consider objections to the Academy’s admission arrangements<sup>5</sup>. The Company should therefore make it clear, when determining the Academy’s admission arrangements, that objections should be submitted to the OSA.

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<sup>3</sup> ‘relevant children’ means:

- a) in the case of appeals for entry to a sixth form, the child, and;
- b) in any other case, children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school.

<sup>4</sup> ‘Relevant age group’ means ‘normal point of admission to the school, for example, year R, Year 7 and Year 12.

<sup>5</sup> The OSA has no jurisdiction to consider objections against the agreed variation from the Codes set out in paragraphs 2A and 2B.

11. A determination of an objection by the OSA will be binding upon the Academy and the Company will make appropriate changes as quickly as possible.

### **In -Year Applications**

The Academy will receive applications for any academic year. To apply for a place during a school year please complete the Academy's application form. This can be obtained at [www.louthacademy.co.uk](http://www.louthacademy.co.uk) or by telephoning 01507 606349. You can also apply via Lincolnshire County Council.

## **(2) ARRANGEMENTS FOR THE ADMISSION OF PUPILS TO LOUTH ACADEMY**

The published admission number (PAN) for 2022-2023 is: 180.

As a constituent academy within the Multi Academy Trust, Louth Academy insists on the highest standards of behaviour and diligence. Governors expect full compliance with the dress code.

Louth Academy, as a non-selective and inclusive Academy, welcomes children regardless of their aptitude or ability. The Board of the Multi Academy Trust is the Admissions Authority with the Local Governing Body responsible for the administration of the admission arrangements. The Board remains responsible for any appeals.

Arrangements for applications for places in Year 7 at Louth Academy will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements for first entry to Year 7; 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 paper application form, by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. Louth Academy will adhere to the timescales outlined in the Lincolnshire County Council co-ordinated admissions scheme available at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) for these applications and the relevant Local Authority will make the offers of places on our behalf as required by the School Admissions Code (2014).

If the number of applications for places at the Academy is greater than the admission number set for that year group, applications will be considered against the criteria set out below. After the admission of children with Education Health Care Plan (EHCP), where the Academy is recorded in the Plan, we will use the following factors, in priority order, to decide which students will be given places:

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.
2. Pupils with brothers or sisters who are already at the Academy the time of admission.
3. Children of staff employed at Louth Academy.
4. Proximity to the Academy with child living closest to the Academy having priority.

### **Tie-breaker**

Distance will be used as a tie-breaker if any of the categories are oversubscribed are there are not sufficient places available.

If two or more children are tied for the last place based on proximity to the Academy, 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.

## **Definitions of terms used in the admission arrangements**

### **Notes: Children who have a the name of the Academy recorded in the Education Health Care Plan (EHCP)**

These children will have undergone a statutory assessment of their special educational needs. Where a school is recorded in the EHCP, the Academy must admit the child.

#### **1. Looked after children**

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. Rules for Siblings**

Included in this factor are biological siblings, stepbrothers and sisters and half-brothers and sisters living at the same address and who will be attending the Academy at the expected time of admission.

#### **Twins and other Siblings from a Multiple Birth**

The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and other(s) is/are not.

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.

#### **Rules for Residence**

By home 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. If the parents cannot agree on address we will use the address where child benefit is paid.

If a parent has more than one home, we will take as the home address where the parent and child normally live for the majority of the school term time.

We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given.

### **3. Children of staff at the Academy**

Either (a) where a member of staff has been employed Louth Academy for two or more years at the time the application for admission is made.

Or (b) where a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### **4. Distance**

Distance will be measured by straight line distance from the Post Office address point of the child's home address to the post office address point of the Academy using the Local Authority's computerised measuring system, with those living closer to the Academy receiving priority.

Straight line distance as calculated electronically to three figures after the decimal point (eg 1.543 miles) by Lincolnshire County Council school admissions team.

By home 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. If the parents cannot agree on address we will use the address where child benefit is paid.

If a parent has more than one home, we will take as the home address where the parent and child normally live for the majority of the school term time.

In determining the distance from the home Post Office Address Point to the schools Post Office Address Point the following addresses will be used:

#### Year Address

7-8 Louth Lower Campus, North Holme Road, Louth, LN11 0HG

9-11 Louth Upper Campus, Monks' Dyke Road, Louth, LN11 9AW

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

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 Academy'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 because the family does not have an intended address or does not yet currently 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 co-ordinated applications and in-year applications supported by the appropriate military documentation we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The Academy's 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.

### **Appeals against a decision not to admit a child to the Academy**

Parents have a legal right to appeal against a decision not to admit a child to the Academy. The Academy will be happy to provide information about this on request.

### **Appeals Timetable**

- Appellants have 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal;
- Appellants receive at least 10 school days' notice of their appeal hearing;
- Appeal decision letters are sent within five school days of the hearing wherever possible.

The Academy **will** publish their appeal timetable on their website by **28 February** each year.

The Academy **will** ensure that appeals lodged by the appropriate deadlines are heard within the following timescales:

- for applications made in the normal admissions round, appeals **will** be heard within 40 school days of the deadline for lodging appeals;
- for late applications, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged;

Any appeals submitted after the appropriate deadline **will** still be heard, in accordance with the timescale is set out in the timetable published by the admission authority.

### **Admission of children outside their normal age group**

In reference to paragraph 2.17 of the School Admissions Code, if a parent requests their child to be admitted outside of their normal age group, the admissions authority will decide on the basis of the circumstances provided. Parents wishing to make this request should contact the Multi Academy Trust on the procedure to follow.

It is important for parent to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

Decisions will be made 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.

### **Waiting Lists**

The Academy will operate a waiting list until 31 December for entry into Year 7. There are no waiting lists for entry to Years 8, 9, 10 and 11. Children's position on a waiting list will be determined solely in accordance with the published oversubscription criteria.

Where places become vacant they will be allocated 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. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant or someone leaves the waiting list.

### **Fair Access Protocol**

The Government has stated that all Local Authorities must have a Fair Access agreement that allows unplaced children, especially the most vulnerable, to be offered a place at a suitable school as quickly as possible. Louth Academy will participate in the Lincolnshire County Council's fair access protocol.

## **Fraudulent or Misleading Applications**

As an admission authority for the Academy, the Trust has the right to investigate any concerns it has about an application and to withdraw the offer of a place if it is found there is evidence that parents have made a fraudulent claim or provided misleading information such as a false address.

The Trust reserves the right to check any information provided so that it can apply the oversubscription criteria accurately and fairly.