MABLETHORPE PRIMARY ACADEMY

Proposed Admissions Policy 2024/2025

If you have any response to these proposals, you can either email them to:

admin@mablethorpeprimaryacademy.org

or send them to the following address:

Mablethorpe Primary Academy
High Street
Mablethorpe
Lincolnshire
LN12 1EW

Please mark any response for the attention of Mrs R Devereux, Senior Administrator.

The closing date for any responses is Wednesday 18 January 2023.

PROCEDURE FOR ADMITTING PUPILS TO THE MABLETHORPE PRIMARY ACADEMY

The Mablethorpe Primary Academy provides for the needs of children within the 3 to 11 age range who live in Mablethorpe and the surrounding areas.

Pupils will be admitted at the age of 3+ without reference to ability or aptitude using the criteria set out in this policy. Admission to our Academy is not dependent on any 'voluntary' contribution.

The Academy participates in the Local Authority co-ordinated scheme and all deadlines within that should be adhered to by applicants.

The Greenwood Academies Trust is the Admissions Authority for the Mablethorpe Primary Academy.

Admission number for primary provision (age 5)

1. The Academy has the following agreed admission numbers:

   a) 60 for pupils in Year R (Reception)

2. All children are entitled to a full-time place in the September following their fourth birthday.

   Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

   Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Process of Application

3. Arrangements for applications for places at the Mablethorpe Primary Academy will be made in accordance with the Lincolnshire LA's co-ordinated admission arrangements; parents resident in Lincolnshire can apply online at:

   www.lincolnshire.gov.uk/schooladmissions

   Parents resident in other areas must apply through their home Local Authority.

4. The Academy will use the Lincolnshire LA's timetable for applications each year (exact dates within the months may vary from year to year).

   a) September/October - the Mablethorpe Primary Academy will provide opportunities for parents to visit the Academy.

   b) By 15 January – parents complete the common application form (CAF) and return it to the LA to administer.

   c) 16 April or nearest working day – notification of offers are made to parents or, if an on-line application, parents can log in to access their application from this date.

Consideration of applications

5. The Mablethorpe Primary Academy will consider all applications for places at the Academy. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy will offer places to all those who have applied.

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Admission to Reception (statutory age 5) – oversubscription criteria

6. Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out below.

7. The Academy will first accept all pupils with a statutory right to a place at the Academy through an Education Health and Care Plan naming the Mablethorpe Primary Academy. After the admission of these pupils, criteria will be applied for the remaining places in the order in which they are set out below:

   a) 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*.

   b) A child with a sibling* on roll at the Academy at the time of application and admission.

   c) The Academy is the nearest one to the home address. *

   d) The distance from home to the Academy. *

   ** See definitions*

   In the event of oversubscription using the above criteria, priority will be given to those living nearest to the Academy.

   If the distance criterion is not sufficient to distinguish between two applicants for the last remaining place then a lottery will be conducted by an independent person, not employed by the Academy or working in the Local Authority of Children's Service Directorate.

Admission of children outside their normal age group

8. Parents may request that their child is admitted outside their normal age group, for example, summer born children*, if the child is gifted and talented, has experienced problems such as ill health or is born prematurely.

9. For Reception year, any parent of a summer born child wanting their child to be admitted outside of the normal age group should make an application to the Academy in the first instance but also to the Local Authority for their child's normal age group at the usual time in case a request is not agreed.

   For other year groups, any parent wanting their child to be admitted out of the normal age group should submit a request, in writing, to the Mablethorpe Primary Academy.

10. When such a request is made, the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the parent, the Principal and any supporting evidence provided by the parent.

    The Academy is responsible, as the admissions authority, for making the decision on which year group a child should be admitted to.

    All such applications will be considered at the time they are submitted.

    ** The term 'summer born' is used to refer to children born from 1 April to 31 August.*

Operation of waiting lists

11. As required by the current Code of Practice, the Mablethorpe Primary Academy will maintain a waiting list until the end of the autumn term for Reception year. If a parent wishes their child to be kept on a waiting list for the rest of the academic year, they should contact the Academy. Applications for inclusion on a waiting list will be ranked according to our over-subscription criteria as described in paragraph 7 above.

12. For in-year applications, where the Academy receives more applications for places than there are places available, a waiting list will operate for unsuccessful applicants. Waiting lists will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on a waiting list for the relevant year group following an unsuccessful application.

Arrangements for in-year admissions

13. The Mablethorpe Primary Academy will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. Parents should contact the Academy directly for an application form; further details are on our website at www.mablethorpeprimaryacademy.org

14. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child.

15. If more applications are received than there are places available, the oversubscription criteria in paragraph 7 for the relevant age group shall apply. Parents whose application is refused shall be entitled to appeal.

UK Armed Forces

16. 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 Academy 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.

17. For late coordinated 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 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.

18. The Academy has 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.

Right of Appeal

19. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants relating to admissions at age 5 (statutory school age) or above. Appeals should be made within twenty (20) school days of the date of refusal to:

Mablethorpe Primary Academy
High Street
Mablethorpe
Lincolnshire
LN12 1EW

Fair Access

20. The Mablethorpe Primary Academy participates in Lincolnshire County Council's Fair Access protocol. All schools, including Voluntary Aided Schools, Trust Schools and Academies must participate in the protocol.

The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county.
The protocol only applies to children without a school place after the start of the school year; it does not operate when children transfer from primary school to secondary school.

Fraudulent or Misleading Applications

21. As an Admission Authority, we have the right to investigate any concerns we may have about an application and to withdraw the offer of a place if we consider there is evidence that a fraudulent claim has been made or misleading information provided, 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 over-subscription criteria accurately and fairly.

Definitions

1. Definition of 'Looked After' or previously 'Looked After' children

A 'looked after child' is a child who is:

- in the care of a local authority, or
- 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. Definition of siblings and the position of twins

Sibling:

- Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters or 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. This could include a person who is not a parent but who has responsibility for him/her.

In the case of twins or other siblings from a multiple birth, where there is only one place available in the Academy, both will be considered together as one application. The Academy's admission number may be exceeded by one; the School Admissions Code makes an exception to the infant class limit in this situation.

In the case of siblings in the same year group, where there is only one place available in the Academy, both will be considered together as one application. The Academy may go above its admission number as necessary to admit all the children, except in cases where infant class regulations, as stated in the Schools Admissions Code, prevent this from happening.

3. Definition of the distance to an intending pupil's home

Distance to a child's home will be by straight line distance as calculated by Lincolnshire Local Authority using an electronic measuring system, from the post office address point of the child's home to the post office address point of the Academy; these are not the same as postcodes and are individual to each property.

By home we mean 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.

Where your child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of admission 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 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 Academy term time.

4. Tie Break

If any of the oversubscription criteria have too many applicants, then the tie-break will be by distance using the method in note 3 above.

If the distance criterion is not sufficient to distinguish between two applicants for the last remaining place, then a lottery will be conducted by an independent person.