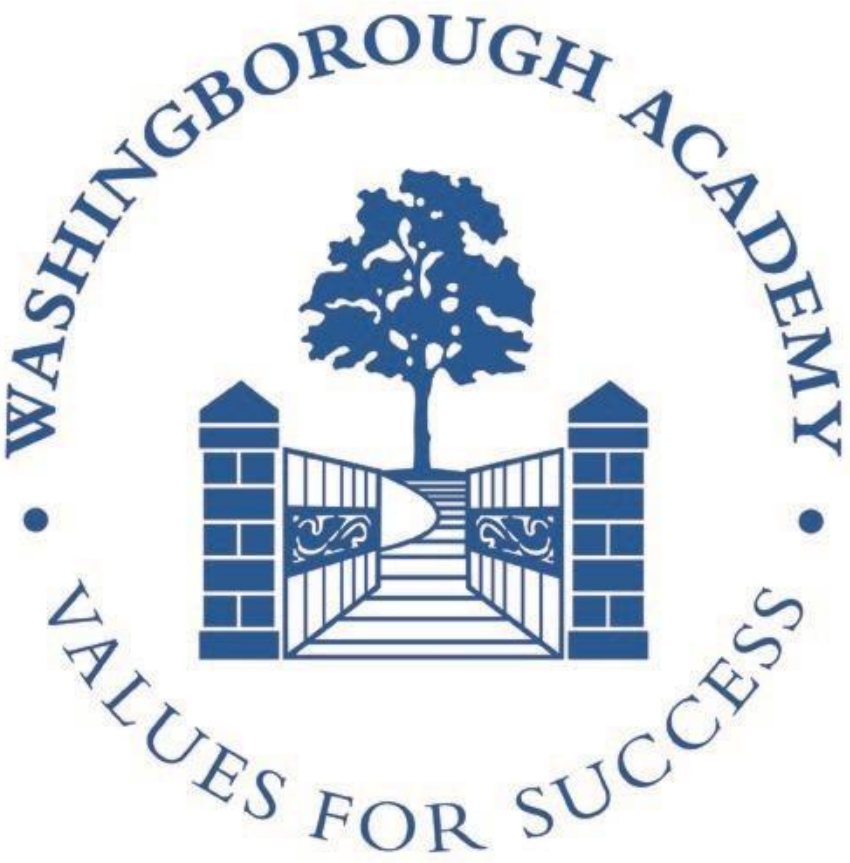

ADMISSIONS POLICY
2027 - 2028

Admissions Policy

Washingborough Academy is an Academy, and the Governing Body is the admissions authority. Washingborough Academy operates within an equal preference scheme and welcomes all children. The planned admission number for 2027 - 2028 is 45.

Application Procedures

Arrangements for applications for places in Reception at Washingborough 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, 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. Washingborough Academy will adhere to the timescales outlined in the Lincolnshire County Council co-ordinated admissions scheme available at 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 (2021). In-year admissions are dealt with in accordance with the in-year section below.

Co-ordinated Admission Arrangements

Washingborough Academy co-ordinated admission arrangements are in accordance with the Education (Co-ordination of Admission Arrangements) Regulations 2008.

Infant Class Size

The School Admissions Code (2014) states that infant classes must not contain more than 30 pupils with a single qualified teacher. The School Admissions Code (2021) provides limited exceptional circumstances where children will remain an ‘excepted pupil’ for the time they are in an infant class or until numbers fall back to the current infant class limit, including children of multiple births and children of UK service personnel admitted outside the normal admissions round.

Deferred Entry

Washingborough Academy provides for the admission of all children in the September following their fourth birthday.

Where we have offered a child a place at our school:

- that child is entitled to a full-time place in the September following their fourth birthday.

- the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made, whichever is the sooner;
- where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents interested in deferring admission or arranging part-time attendance must contact the school to discuss this.

If a child has a fifth birthday during the summer term and parents/carers wish to defer entry until the September, they can opt to miss the Reception Year. School places cannot be reserved in these circumstances and parents/carers would have to apply for a Year 1 place during the summer term.

Admission to Nursery Classes

This policy does not apply to children being admitted to Penfold Nursery. A separate admission arrangement is published for entry to the nursery. This can be obtained from the Academy office. Attendance in Penfold Nursery does not guarantee admission to the school for primary education. Attending Penfold Nursery does not give priority within the oversubscription criteria for a place in the Academy. Parents must make a separate application for the transfer from Penfold Nursery to a primary or infant school.

Oversubscription Criteria

In accordance with legislation the allocation of places for children with an Education, Health, and Care Plan (Children and Families Act 2014) where the school is named are prioritised. Remaining places will be allocated in accordance with this policy.
In the event of the school being oversubscribed, the Governing Body's criteria give priority to the following children:

Looked After Children and all Previously Looked After Children - including those children who appear to have been in state care outside of England and ceased to be in a 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 arrangement 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).

Siblings:

Priority is given to children who have siblings attending Washingborough Academy at the time of application and who will be attending at the time of admission. 'Sibling' includes full brothers and sisters who may not live at the same address, step siblings, foster siblings and adopted siblings who live at the same address are also classed as 'Siblings.

You must give full details of all siblings in the application.

Distance:

The address you state on your application must be the current one at the time of application. If your address changes after you have submitted your application, you should notify the School Admissions Team immediately.

• The measurement of distance will be calculated as the straight-line distance. This is done electronically to three figures after the decimal point (e.g. 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. Applicants living closest to the Post Office Address Point of the school will be given priority.

In the event of the admission number being reached within any one of the oversubscription criteria in the order listed, the distance criteria will be used as a 'tie breaker.' 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.

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 the school will admit all the children, unless this would make the

class too large and prejudice the education of the other children. The government's School Admissions Code makes an exception to the infant class limit in this situation.

Siblings 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 unless this would make the class too large and prejudice the education of the other children or 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.

Home Address:

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

We do not take into an account an intention to move.

In-Year Admissions

The admission authority will accept admissions into other year groups. If there are more applications than places, then the oversubscription criteria will be used to decide who should be offered the place. If there are no places, then you will be told of the independent appeal system. Parents can apply online at www.lincolnshire.gov.uk/schooladmissions.

Admission of Children Outside of 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.

Washingborough 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.

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 family have provided the required proof of posting, a unit postal address will be accepted for the purposes of operating the oversubscription criteria if parents are unable to provide an address or prefer to use the unit address. This unit will be 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 of appeal.

Fraudulent 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.

Waiting 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.

The Academy will keep a reserve list for the intake year beyond the legal minimum and reserve lists for any other year groups.

Appeal Arrangements

All appeals will be co-ordinated by Washingborough Academy, the appeal form can be found on our website https://www.washac.org/parents/admissions/ .
Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will receive 10 school days' notice of the place and time of the hearing.

Fair Access Protocols

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. Washingborough Academy will participate in Lincolnshire County Councils the fair access protocol.