



Admission Arrangements for The St Lawrence Academy 2018 - 2019

The academy commits itself to creating an environment for everyone that is characterised by our core values of Truth, Justice, Forgiveness, Generosity and Respect. These values have been used to determine this policy.

1. This document sets out the admission arrangements for The St Lawrence Academy in accordance with Annex 2 to the Funding Agreement between The St Lawrence Academy and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State. Obligations in this document are to be treated as if imposed by the Funding Agreement.
2. Notwithstanding these arrangements, the Secretary of State may direct The St Lawrence Academy to admit a named student to The St Lawrence Academy on application from a LA. Before doing so the Secretary of State will consult the Academy.

Details of how and when to apply, and how places will be offered, are in the “Determined Co-ordinated Admissions Scheme for Primary, Infant and Junior Schools in the area of North Lincolnshire Council for the academic year 2018/19” and the “Determined Co-ordinated Admissions Scheme for Secondary Schools in the area of North Lincolnshire Council for the academic year 2017/18”. When they are published they will be available on the North Lincolnshire Council website www.northlincs.gov.uk

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. The council will consider their request on the circumstances of each case and in the best interest of the child concerned. This will include taking account of the parent’s views; 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely; and the views of the head teacher of the school concerned. After consideration, the council will make a recommendation to the school on the request but it will be for the school to make the final decision on whether the request will be agreed. Details of how to make such a request are in the admissions schemes (as mentioned above).

I: ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

Arrangements for admission to 11-16 Provision

3. The proposed admission arrangements for The St Lawrence Academy for the year 2018/2019 and, subject to any changes approved or required by the Secretary of State, for subsequent years are:
 - a) The St Lawrence Academy originally had an agreed admission number of 120 pupils (2008). The St Lawrence Academy will now admit 150 students in the relevant age group each year, if sufficient applications are received.
 - b) The St Lawrence Academy may set a higher admission number as its Published Admission Number for any specific year. In 2011 a submission was made to YPLA to increase the PAN from 120 to 150 as from 2012. Before setting an admission number higher than its agreed admission number, The St Lawrence Academy will consult those listed at paragraph 13. Students will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.
 - c) For each new Year 7 cohort, the admission number is 150.

Process of application

4. Applications for places at the Academy will be made in accordance with LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the North Lincolnshire LA. The St Lawrence 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 LA.
 - a) By September - The St Lawrence Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2016 for admission in September 2017). This will include details of open evenings and other opportunities for prospective students and their parents to visit the academy. The St Lawrence Academy will also provide information to the LA for inclusion in the composite prospectus, as required.
 - b) September - The St Lawrence Academy will provide opportunities for families to visit the Academy.
 - c) October - CAF to be completed and returned to North Lincolnshire LA to administer.
 - d) North Lincolnshire LA will assess the applications according to the published admissions criteria.
 - e) February – North Lincolnshire LA applies agreed admission policies for its' own schools and the academy, informing other LA's of offers to be made to their residents.
 - f) 1st March (or nearest working day following) offers made to parents.

Consideration of applications

5. The St Lawrence Academy will consider all applications for places. Where fewer than the published admission number for any relevant age group are received, The St Lawrence Academy will offer places to all those who have applied.

Procedures where the St Lawrence Academy is oversubscribed

6. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of students with a Statement of Special Educational Needs or Education Health Care Plan where The St Lawrence Academy is named on the Statement or plan, the criteria will be applied in the order in which they are set out below:

- a) Looked After Children and previously Looked After Children.

Looked After Children includes those who are the subject of a care order made by the Courts and those who are provided with accommodation on a voluntary basis by a local authority.

Previously Looked After Children includes those who ceased to be looked after because they were adopted, or became a subject to a child arrangements or special guardianship order.

- b) Admission of students whose siblings currently attend the Academy, and who will continue to do so on the date of admission. Siblings are brothers and sisters (step-brothers and step-sisters and half-brothers and half-sisters) living at the same address and who will be attending the academy at the expected time of admission
- c) Students who live in the catchment area of the Academy
- d) Students who live closest to the Academy. This will be measured using the geographical information system (GIS), from the front entrance of the students' home to the designated student entrance of the Academy.

For admission purposes, the home address is where a child usually lives with their parent or carer. You must not give the address of a child minder or relative. Where a child lives with parents with shared responsibility, each for part of the week, the Admissions Officer will apply the address of the parent who claims the child's benefit as the student's address for determining this criterion. If neither parent claims child benefit other documentary evidence (e.g. medical card) may be required. If it is found that you have given a false address your child may lose their school place.

Where the offer of a place would lead to oversubscription under any of the above factors places will be allocated by reference to subsequent factors in order. In exceptional circumstances, where it has not been possible to decide between applications, because they have the same distance measurements, the place will be allocated by drawing lots independently verified.

Operation of waiting lists

7. Subject to any provisions regarding waiting lists in the North Lincolnshire LA's co-ordinated admission scheme, the LA will operate a waiting list. Where in any year, The St Lawrence

Academy receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the LA and it will be open to any parent to ask for his or her child's name to be placed on the waiting list following an unsuccessful application.

Arrangements for admitting students to other year groups, including to replace any students who have left The St Lawrence Academy

8. Subject to any provisions in the North Lincolnshire'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 after they have been notified by the LA. If more applications are received than there are places available, the oversubscription criteria in paragraph 6a – d shall apply. Parents whose application is turned down are entitled to appeal.
9. The St Lawrence Academy will participate in North Lincolnshire LA's In Year Fair Access Protocol.

Arrangements for admission of students as The St Lawrence Academy builds to its full capacity

10. The St Lawrence Academy opened on 1 September 2008 with a Published Admission Number relating solely to pupils in Year 7. The PAN was revised in August 2011 and permission was given for it to be increased as from 2012. The revised PAN is 150 students as from 2012 in Year 7, and each year thereafter.
11. Admission to Year groups will be as previously, and are based on the agreed intake of 120.
12. There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.

II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

13. The St Lawrence Academy will consult, only when necessary due to proposed changes, for a minimum period of 6 weeks between 1 October and 31 January in the determination year.

This is also specified in the new Code which states that "where admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities **must** consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period. "

It should be noted that an increase to PAN, or a change to the admission arrangements to comply

with the mandatory provisions of the Code or the School Admissions Regulations 2012, is not a change requiring consultation.

- a) North Lincolnshire LA.
- b) The Admissions Working Group North Lincolnshire LA.
- c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA.
- d) Any other governing body for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation.
- e) Affected admission authorities in neighbouring LA areas.
- f) Consult with “parents of children between the ages of two and eighteen”.

Publication of admission arrangements

14. The St Lawrence Academy will publish its admission arrangements each year once these have been determined, by:
 - a) Copies being sent to primary and secondary schools in North Lincolnshire LA.
 - b) Copies being sent to the offices of North Lincolnshire LA.
 - c) Copies being made available without charge on request from the Academy.
 - d) Copies being sent to public libraries in the area of North Lincolnshire LA for the purposes of being made available at such libraries for reference by parents and other persons.
15. The published arrangements will set out:
 - a) The name and address of the Academy and contact details.
 - b) A summary of the admissions policy, including oversubscription criteria.
 - c) A statement of any religious affiliation.
 - d) Numbers of places and applications for those places in the previous year; and
 - e) Arrangements for hearing appeals.

Arrangements for appeals panels

16. Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with the admission decision of The St Lawrence Academy. The Appeal will be independent of the

Academy. The arrangements for the Appeals will be in line with the School Admission Appeals Code published by the Department for Education (DfE) as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel will be made in accordance with the School Admission Appeals Code and is binding on all parties. The Academy will prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process.

Review

In order to ensure that it reflects current best practice, this policy will be reviewed every year.



Admission Of Students To The St Lawrence Academy

1. The Academy will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the statutory codes of practice (the School Admissions Code and the School Admission Appeals Code of Practice) as they apply at any given time to maintained schools / academies and with the law on admissions as it applies to maintained schools / academies. Reference in the codes to admission authorities shall be deemed to be references to the governing body of the Academy. In particular, the Academy will take part in the Admissions Working Group set up by North Lincolnshire LA and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by North Lincolnshire LA.
2. Students will be admitted to The St Lawrence Academy in accordance with the detailed admission arrangements described in the Admissions Policy Document. Changes to the Admissions Policy Document will require the approval of the Secretary of State.

Arrangements for appeals panels

3. Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of The St Lawrence Academy. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the School Admission Appeals Code of Practice published by the Department for Education as it applies to Academies. The determination of the appeal panel is binding on all parties. The Academy should prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process. The Academy may, if it chooses, enter into an agreement with the local authority for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.

II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

4. The St Lawrence Academy will consult, only when necessary due to proposed changes for a minimum period of 6 weeks between 1 October and 31 January in the determination year on its

proposed admission arrangements with relevant parties in line with the requirements of the School Admissions Code and relevant admissions legislation. (At the date of this Agreement, section 89 of the School Standards and Framework Act 1998 as amended, and regulations under that section.)

Determination and publication of admission arrangements

5. Following consultation, The St Lawrence Academy will consider comments made by those consulted. The St Lawrence Academy will then determine its admission arrangements by 28 February of the relevant year and notify those consulted what has been determined within 14 days.

Publication of admission arrangements

6. The St Lawrence Academy will publish its admission arrangements each year once these have been determined in accordance with the arrangements described in the Admissions Policy Document.

Representations about admission arrangements

7. Where any of those bodies that were consulted, or that should have been consulted, make representations to The St Lawrence Academy about its admission arrangements, The St Lawrence Academy will consider such representations before determining the admission arrangements. Where the Academy has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the Academy's admission arrangements they can make representations to the Secretary of State. These representations must be made to the School's Adjudicator by 15 May in the determination year. The Secretary of State will consider the representation and in so doing will consult The St Lawrence Academy. Where he judges it appropriate, the Secretary of State may direct The St Lawrence Academy to amend its admission arrangements.
8. Those consulted have the right to ask The St Lawrence Academy to increase its proposed Published Admissions Number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct The St Lawrence Academy to increase its proposed Published Admissions Number. The Secretary of State will consult The St Lawrence Academy and will then determine the Published Admissions Number.
9. In addition to his powers in paragraphs 7 and 8 above, the Secretary of State may direct changes to The St Lawrence Academy's proposed admission arrangements and to the proposed Published Admissions Number.

Proposed changes to admission arrangements by The St Lawrence Academy after arrangements have been published

10. Once the admission arrangements have been determined for a particular year and published, The St Lawrence Academy will propose changes only if there is a major change of circumstances. In such cases, The St Lawrence Academy must notify those consulted under

paragraph 4 above of the proposed variation and must then apply to the Secretary of State setting out:

- a) the proposed changes.
- b) reasons for wishing to make such changes.
- c) any comments or objections from those entitled to object.

Need to secure Secretary of State's approval for changes to admission arrangements

- 11. The Secretary of State will consider applications from The St Lawrence Academy to change its admission arrangements only when The St Lawrence Academy has notified and consulted on the proposed changes as outlined at 4 above.
- 12. Where The St Lawrence Academy has consulted on proposed changes The St Lawrence Academy must secure the agreement of the Secretary of State before any such changes can be implemented. The St Lawrence Academy must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.
- 13. The Secretary of State can approve, modify or reject proposals from The St Lawrence Academy to change its admission arrangements.
- 14. Records of applications and admissions shall be kept by The St Lawrence Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.



the **ST LAWRENCE** academy

The St Lawrence Academy Catchment Area

