

# Willoughby Road Primary Academy – 2023/24 Admissions Policy

The published admission number (PAN) for the reception year intake shall be 52.

The Governing Body have determined that they will adopt North Lincolnshire's admissions criteria as detailed below:

## Applying for a place

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 2023/24". When they are published they will be available on the North Lincolnshire Council website [www.northlincs.gov.uk](http://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. In addition, the parents of a summer born child (1 April to 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year one.

When requesting admission outside the normal age group, the parents should firstly complete the standard application for the normal age group. In addition, they should contact the council's Admissions Team to ask for an "admission outside the normal age group" form to be sent to them. That form should also be completed and submitted. On the "admission outside the normal age group" form they should list the schools they wish to consider their request, give information about why they are making the request, and submit any relevant evidence they may have (for example, if their child is receiving support from a speech and language therapist).

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.

## Admission of children below compulsory school age

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Willoughby Road Primary Academy provides for the admission of all children in the September following their fourth birthday. Where a child has been offered a place 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. 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.

## Oversubscription criteria

Where applications for places exceed the published admission number set for the academy the following factors will be taken into account in priority order when deciding which pupils will be allocated places in accordance with receipt of their online submission or a common application form.

### Children with Education Health and Care Plans

These children will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where Willoughby Road Primary Academy is named in a child's plan the academy has a duty to admit the pupil, this will reduce the number of places available

#### Factor 1

##### Looked after children and previously 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 "previously looked after child" is a child who:

- (a) ceased to be looked after because they were adopted, or
- (b) became subject to a child arrangements order, or
- (c) became subject to a special guardianship order, immediately after being looked after, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

#### Factor 2

##### Children who live in the academy's designated catchment area.

Parents can see which catchment areas cover their address by following the link from the "Apply for a school place" page at [www.northlincs.gov.uk](http://www.northlincs.gov.uk).

A map of the catchment area for Willoughby Road Primary Academy is included in this document.

The address taken under this factor will be that on Friday 10 February 2023.

Parents who move after submitting their preference **must** inform the council's Admissions Team of any change of address.

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 childminder or relative. Where a child lives with parents with shared responsibility, each for part of the week the Admission Officer will apply the address of the parent who claims the child's benefit as the pupil's address for determining this criterion. If neither parent claims child benefit other documentary evidence (eg medical card) may be required. If it is found that you have given a false address your child may lose their place.

For families of service personnel with a confirmed posting, or crown servants returning from overseas, whose application is accompanied by an official letter declaring a relocation date the home address will be either the address at which the child will live, or the unit or quartering address if the parent requests this. Parents will need to provide evidence of the intended address.

### **Factor 3**

#### **Children who will have a sibling attending the academy at the time of their admission.**

Included in this factor are siblings who will be attending the academy at the expected time of admission. Sibling means a child living as part of the same family unit at the same address. This includes natural siblings, adopted siblings, step siblings, foster siblings, and the child of a parent's partner. In the event of two applications for one vacancy using the above criteria, the academy will apply a tie breaker decision based on geographical distance.

#### **Siblings for the same year group (twins, triplets etc)**

Where there are twins or triplets to be admitted to the academy in the same year group. If there are insufficient places available for all siblings, and one can be allocated a place, the admission number will be exceeded to allow them to be placed in the academy.

### **Factor 4**

#### **Children who live closest to the academy.**

The distance will be determined by measuring the shortest available route using the public road and path network from the pupil's home to the main academy gate, as determined by the academy. The distance will be measured by using a computerised geographical information system (GIS). Priority will be given to those living nearest to the academy using this system. Pupils living in flats where the distance measures the same, priority will be given in ascending order of flat number/letter/floor.

### **Tie Breakers**

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.

## **Appeals**

1. Any parent whose child is not offered a place for which they have expressed a preference has the right to appeal to an independent appeals panel.
2. Parents who intend to make an appeal must request a Notice of Appeal and return the form by the stated date.
3. Normally appeal hearings will be held within 40 school days from the closing date for receiving the notice of appeal.

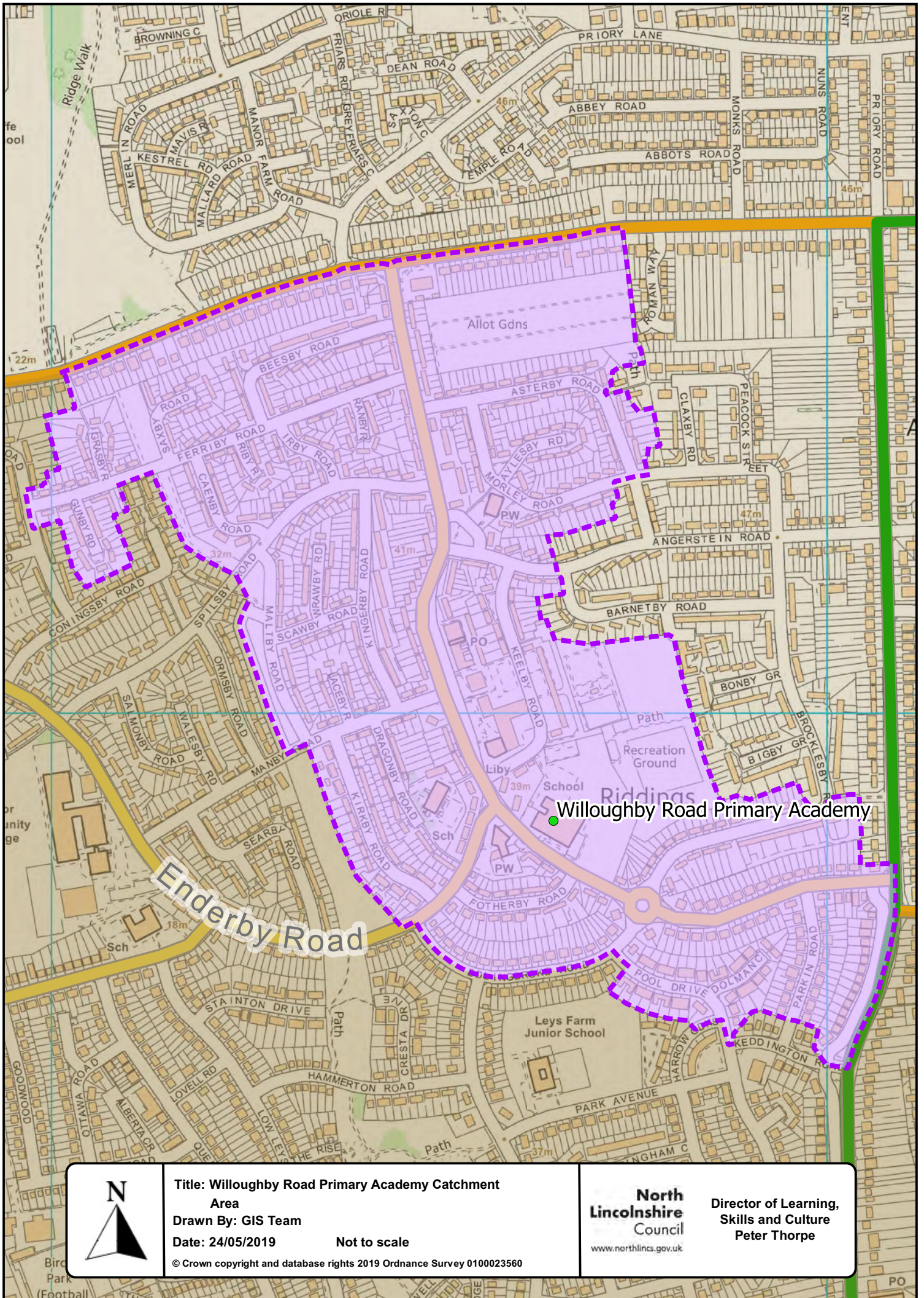
## **Waiting Lists**

1. If the academy is over-subscribed a waiting list will be established.
2. Pupils will automatically be put on the waiting list where they have not been made an offer of a place and where the academy is a higher preference than the school or academy at which an offer has been made.
3. Pupils will not automatically be placed on the waiting list if the academy is ranked lower than the school or academy where they have been offered a place.

4. As further applications are submitted each added child will require the list to be ranked again in line with the published criteria.
5. The council will coordinate the waiting list for the academy.
6. As soon as places become available they will be filled from the waiting list.
7. If a parent is on a waiting list it will not affect the parent's right of appeal against an unsuccessful application.
8. Looked after children, previously looked after children, and those allocated a place at a school in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

## **Withdrawing Offers of Places**

Once an offer of a place has been made it may only lawfully be withdrawn in very limited circumstances. These include when the admission authority offered a place on the basis of a fraudulent or intentionally misleading application from a parent (for example, a false claim of residence in a catchment area), which effectively denied a place to a child with a stronger claim. It would not generally be lawful for an admission authority to withdraw a place once the child was attending that school or academy, except where that place was fraudulently obtained; in deciding whether to withdraw in such a case, the length of time that the child had been at the school or academy will also be taken into account. Where a place is withdrawn, the application must then be considered afresh, and a right of appeal offered if a place is refused.



Enderby Road

Willoughby Road Primary Academy



Title: Willoughby Road Primary Academy Catchment Area  
 Drawn By: GIS Team  
 Date: 24/05/2019 Not to scale  
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**North Lincolnshire Council**  
[www.northlincs.gov.uk](http://www.northlincs.gov.uk)

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