KEYSTONE ACADEMY TRUST

Admissions Policy

2028-2029

Consulted on November 2021	Determined 22 February 2022
Updated for 2028-29 admission year by DCEO October 2026	Determined by Trustees October 2026

Incorporating the following Academies:
Bourne Westfield Primary Academy
Long Sutton County Primary School
Lutton St Nicholas Primary Academy
Surfleet Primary School
The Cowbit St Mary's Church of England Academy
Thurlby Community Primary Academy
Tower Road Academy

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1. Introduction

The purpose of this policy is to outline the policies and procedures used to determine the admission of pupils to this academy. Some of these procedures are locally determined; others are informed or enforced by statute or the policy of the Local Authority. The Board of Trustees is the admissions authority for the school.

2. Admission Arrangements

Applications for a Reception place at a Keystone Academy Trust academy must be made through the applicant's home local authority under its co-ordinated admissions scheme. Lincolnshire residents may apply online at www.lincolnshire.gov.uk/schooladmissions, by telephone on 01522 782030, or by requesting a paper application form. Applicants may name up to four preferred schools and should rank them in preference order. Residents of another local authority area must apply to that authority. The academies will follow Lincolnshire County Council's published co-ordinated timetable, and the relevant local authority will make offers on behalf of the admission authority in accordance with the School Admissions Code (2021). In-year applications are dealt with under section 11 of this policy.

All Keystone Academy Trust academies provide for the admission of all children in the September following their fourth birthday. Where we have offered a child a place at a Keystone Academy Trust academy:

- That child is entitled to a full-time place in 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.

The Published Admission Number (PAN) is the number of places available in the normal year of entry. For the 2028-2029 academic year, the PAN for each academy is set out below:

Bourne Westfield Primary Academy	90 places
Long Sutton County Primary School	60 places
Lutton St Nicholas Primary Academy	15 places
Surfleet Primary School	15 places
The Cowbit St Mary's Church of England Academy	12 places
Thurlby Community Primary Academy	30 places
Tower Road Academy	90 places

Each academy within the trust will not exceed that figure in its new Reception intake each year. The exception to this is where the number of children legally admitted is reached and the last child is a twin or other sibling from a multiple birth - in that situation, the twin or other sibling from a multiple birth will be considered as one application and will be admitted. Classes will be organised in such a way that no Reception class or infant class exceeds 30 pupils apart from when a child is admitted as an 'excepted' pupil as in the case mentioned above.

In accordance with legislation, the allocation of places for children with an Education, Health and Care Plan (EHCP) naming the school in the plan will take place first (Children and Families Act 2014). Remaining places will be allocated in accordance with this policy.

3. Children of (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 following arrangements will apply:

- 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. 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.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child where the parent requests this.
- The trustees 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 relevant school for more details.

For late coordinated application and midyear applications supported by the appropriate military documentation, Keystone Academy Trust will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The trust will consider if:

- 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 trustees 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 to appeal.

4. Academy Admission Criteria

For entry into Reception in September, places will be allocated to parents who return an application before any parent who has not returned one. The over-subscription criteria are listed in order. Words marked with a number, for example: 1, 2, 3, and 4 are explained separately in the definition and notes section.

The oversubscription criteria below are listed in the order we apply them:

Criterion 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.
Criterion 2: There is a sibling on roll at the academy at the time of application.
Criterion 3: Children of staff members employed at the school for which they are making an application.
Criterion 4: The academy is the nearest one to the home address, as defined in the Definitions and Notes section.
Criterion 5: The straight-line distance from the home to the academy. Priority will be given to the child living nearest the academy as calculated by Lincolnshire County Council School Admissions team.

If there are more applicants than places within a particular category, the next criteria will be applied until the tiebreaker is used. Definitions for each criterion can be found in section 5.

The oversubscription criteria are listed in the order in which they are applied. If it is necessary to distinguish between more than one applicant in any criteria, the next criteria will be applied until the tie breaker is used. If two or more children are tied for last place, then a lottery will be drawn by a person independent to the academy, not employed by the school or working in the local authority's Children's Service directorate.

5. Definitions and Notes

Criterion 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 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 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).

Criterion 2: Siblings

A full brother or sister, or stepbrother or sister, whether or not resident in the same household.
Another child normally living for the majority of the 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.

Twins and other siblings from a multiple birth
In these cases, all the children will be considered together as one application. If twins or multiple birth children are split by operation of the oversubscription criteria, the school will accommodate all children unless this would make the class too large and prejudice the education of the other children. Multiple birth children are 'expected pupils' to infant class limits if allocated in this way. The government's school admissions code makes an exception to the infant class limit in this situation.

Brothers and sisters in the same year group
If brothers and sisters in the same year group are split by operation of the oversubscription criteria, the school will accommodate all children unless this would make the class too large and prejudice the education of other children or when this would breach infant class size limits.

Criterion 3: Children of Staff

Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or the staff member is recruited to fill a vacant post at the school at which there is a demonstrable skill shortage.

Criterion 4: Nearest School

This applies when the school is the nearest state funded, mainstream school to the child's home address admitting children to the relevant year group; this is calculated by Lincolnshire County Council School Admissions team using straight line distance to three decimal places e.g. 1.234 miles. If you reside in Lincolnshire, you can use the search tool at https://www.lincolnshire.gov.uk/find-nearest-school to identify which school is your closest school.

The home address is considered as 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).

Where a child lives normally during the school week with more than one parent at different addresses, the home address accepted 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 two addresses during school term time, they can choose which address to use on the application.

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

Criterion 5: Distance Measurement

Straight line distance as calculated 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.

6. Fraudulent or Misleading Applications

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly. 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, if a false address was given which denied a place to a child with a stronger claim. If a place is withdrawn, the application will be considered afresh and you will be advised of your right of appeal if a place is refused.

7. Admission of Children Outside their Normal Age Group

Parents may request admission outside their child's normal age group, including where a child is summer born. Requests must be made to the child's home local authority using its published procedure. Lincolnshire residents should call 01522 782030 or email outofcohortadmissions@lincolnshire.gov.uk for advice. Parents may provide any evidence they consider relevant. The trust will decide each request on its individual circumstances and in the child's best interests, 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 Headteacher.

8. Right of Appeal

In all cases where a place is refused at a school the applicant will be informed of their right of appeal to an independent panel. The decision of the independent panel is binding on all parties.

Details of how to appeal a decision to refuse admission will be communicated to the applicant at the time of the refusal and will also be available on the individual school's website.

9. Fair Access Protocol

All Keystone Academy Trust academies will participate in the Fair Access Protocol of Lincolnshire County Council. Pupils allocated under Fair Access Protocols will take precedence over those on a reserve list or awaiting appeal.

10. Reserve List

For admissions into the Intake Year (Reception pupils) the admission authorities for Keystone Academy Trust academies will operate a reserve list. In the normal admissions round, if we refuse a place at one of our academies your child is automatically placed on the reserve list, unless you have been offered a higher preference school.

The reserve list is ordered by the oversubscription criteria, as required by the School Admissions Code. A child's position may move up or down as applications are added or circumstances change; time spent on the list does not give priority. For Reception admissions, Lincolnshire County Council holds the list until the end of August 2028. The academy then maintains the list until 31 December 2028, when it closes. Parents should contact the relevant academy if they require further information.

Parents making In-Year applications for a child who is not offered a school place may put their child's details onto an in-year reserve list, which is maintained by each individual school. The child's details will remain on this list until the end of the Autumn term of the next academic year, at which point the parents need to contact the school to inform them that they wish to remain on the list beyond that point.

11. In-Year Admissions

In-year applications should be made through Lincolnshire County Council's parent portal at www.lincolnshire.gov.uk/schooladmissions or by calling 01522 782030 to request a paper form. Where there are more applications than places in a year group, the oversubscription criteria in this policy will be applied. If a place is refused, the applicant will be told of the right of appeal to an independent panel and how to submit an appeal.