




Admissions Policy 2023/2024 Intake

Monitoring Responsibility	Chief Education Officer
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Chair of Committee Signature	



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1. Introduction

Carlton Road Academy is part of Voyage Education Partnership (the Academy Trust). The Academy Trust is the admission authority for the school and therefore set the admission arrangements.

These arrangements will apply to all admissions from September 2023 including in-year admissions.

2. Legal framework

These arrangements are in line with legislation and the School Admissions Code 2021 and designed to ensure there is a fair admissions procedure for all applicants.

3. Published admission number

The school's published admission number is 60 for pupils in year R (Reception).

Carlton Road 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:

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

4. Applying for a place

Arrangements for applications for places at Carlton Road 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 hard copy application form, by telephoning 01522 782030.

Parents resident in other areas must apply through their home local authority.

Carlton Road Academy will use the Lincolnshire County Council's timetable published online for these applications and the relevant Local Authority will make the offers of places on their behalf as required by the School Admissions Code.

For entry into Reception in September we will allocate places to parents who return an application before we consider any parent who has not returned one.

5. Admission of children outside 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.

Parents resident in Lincolnshire should call 01522 782030 or e-mail: schooladmissions@lincolnshire.gov.uk for advice 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.

Carlton Road 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

6. Over subscription criteria

Where there are more applications than places available and after the admission of children with an Education Health & Care Plan (EHCP) that names the school, applications will be prioritised with the following oversubscription criteria. The oversubscription criteria are listed in order. Words marked with a number, for example: 1, 2 and 3 are explained separately in the definition and notes section.

- A. 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 state care as a result of being adopted (1).
- B. There is a brother or sister (2) at the school who will still be attending when the child is due to start or (2) on roll at the school at the time of application.
- C. The school is the nearest one to the home (3) address, as defined in note 4.
- D. The distance from the home (3) to the school, priority will be given to the child living closest the school, as defined in note 5.

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place, then a lottery will be drawn by an independent person, not employed by the school or working in the Children's Services Department at the Local Authority.

7. In-Year Admissions

For an in-year place, Carlton Road Academy will accept admissions into all year groups. In the event that this would cause an infant class to be unlawfully large, or cause prejudice to the provision of efficient education, or the efficient use of resources, it may be necessary to refuse a place if there are more applications than places, then the oversubscription criteria will be used to decide who should be offered the place. If it is necessary to refuse a place, then you will be told of the independent appeal system.

Parents can apply online at www.lincolnshire.gov.uk/schooladmissions or call 01522 782030 for a paper form.

8. Fair Access Protocol

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.

Carlton Road Academy will participate in Lincolnshire County Councils Fair Access Protocol.

9. Children of UK Service Personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governing Board will:

- Allocate a place advance of the family arriving in the area provided the application 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 Governing Board will not refuse a service child a place 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.

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 Governing Board will consider whether:

An application from that address would normally succeed in an oversubscribed year. There is any child on the reserve list with a higher priority under the oversubscription criteria. This is because we must only allocate places based on the criteria, and must not admit a Service child ahead of another child with a higher priority under the criteria. The prejudice from admitting an extra child would be excessive.

The Governing Board 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 of appeal.

We will need the notice of posting or official government letter and posting address before we can consider an application under these arrangements.

10. Fraudulent or Misleading 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.

11. Appeals

The procedures for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and entirely separate from the admission system. The decision of the appeal 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 Lincolnshire County Council website.

12. Reserve lists

For admission into the intake year the admission authority for Carlton Road Academy 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 admission authority must not take account of the time you have been on the list.

For the intake year the list is kept by the Local Authority 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.

13. Definitions

- (1) A 'looked after child' is a child who is (a) in 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 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 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).

- (2) Brother or sister

A full brother or sister, whether or not resident in the same household. 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.

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.

Brothers and sisters 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 admit all the children unless this would make the class too large and prejudice the education of the other children or when this would breach infant class size limits. 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.

- (3) By home address 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.

- (4) The nearest state funded school is calculated by Lincolnshire County Council School Admissions Team using straight line distance from the child's home address to all schools admitting children in the relevant year group.

Straight line distance is 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 home to the Post Office Address Point of the School. The LCC calculation takes into account only state funded schools and to comply with the Greenwich judgement, operates across county boundaries.

- (5) The nearest address to the school is found by using straight line distance from the child's home address to the school. Measurements are made using a straight-line distance from the post office address point of the home to the post office address point of the school, which is calculated by Lincolnshire County Council.

Final Tiebreaker

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.