SIR WILLIAM ROBERTSON ACADEMY

ADMISSIONS POLICY 2022-23

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ADMISSIONS POLICY
For entry into academic year 2022-23

1.0 Our ethos

Our school ethos at Sir William Robertson Academy is to encourage all of our pupils to ASPIRE:

Achieve their full potential as individuals
Support each other as members of a caring community
Pursue knowledge and understanding
Involve themselves in the wide range of activities we offer
Respect other people's values, beliefs and customs
Extend their horizons, striving to achieve their best

We see ourselves as an essential part of the community whose mission is to help young people to develop academically, socially and personally so they are equipped for lifelong decision making to give them the best possible preparation for adult life. We would like our pupils to be confident within themselves, considerate to others and to value and respect each other as individuals. In their time here, we hope to provide them with every opportunity and encouragement to achieve their potential in all areas of school life. We aim to deliver a world class education for all of our pupils. We ask all parents/carers of pupils applying for a place at our school to respect this aim and its importance to our school community.

2.0 Our Published Admission Number (PAN)

The published admission number (or PAN as it is commonly referred to) for Sir William Robertson Academy (herein after also referred to as the 'school') is 150 and places will be allocated without reference to ability or aptitude.

3.0 Our statutory duties

Sir William Robertson Academy's Local Governing Body is the admissions authority for the school. The governors acknowledge their statutory duties as prescribed in the School Admissions Code 2021, especially those with regard to pupils with an Education Health and Care Plan (EHCP) and this is reflected in our method of allocation of places.

3.1.1 Allocation of places

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

Thereafter, when the number of applications exceeds the number of places available, offers of places will be made using the following criteria. 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. The priority order is set out below:

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;
2. Children who have a sibling at the school (where the sibling will still be attending the school when the place is required).
3. Children who have documented and professionally supported medical reasons why the school is particularly suitable.
4. Straight-line distance – when children living nearer the school will be given higher priority. Distance is measured electronically by Lincolnshire County Council's school admissions team, using the Post Office Address Point of the home to the Post Office Address Point of the school to three decimal places.

3.1.2 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 the Children's Service Directorate at the local authority).

4.0 Definitions

The following definitions apply within this policy:

- **Education, Health & Care Plan** – Since September 2014, an EHCP is the plan or document which replaces Statements of SEN and Learning Difficulties Assessments for children and young people with special educational needs. An EHCP is a legal document outlining a pupil's special educational needs, the support they need, and the outcomes the child would like to achieve.

- **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 a 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).

- **Sibling** - For the purposes of this policy, a 'Sibling' is defined as:
  - A full brother or full sister, whether or not resident in the same household;

- Another child normally resident for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in 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 574 of the Education Act 1996.
- In the case of twins (or two siblings in the same age cohort), where there is only one place available in the school, both will be considered together as one application. The school will be permitted to exceed its admission number to accommodate such applications.

- Home address – This 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) 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 accepted for the purpose 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 term time with a parent, they can choose which address to use on the application. If a parent has more than one home, we will accept the address where the parent and child normally live for the majority of the school term time as the home address.

5.0 Applications

5.1 Process of application for the normal intake year

Arrangements for applications for places in Year 7 at Sir William Robertson 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. Sir William Robertson Academy will use Lincolnshire County Council's published timetable for these applications and the relevant Local Authority will make the offers of places on their behalf as required by the School Admissions Code.

5.2 In-year admissions

Applications should be made via Lincolnshire County Council or directly to the school. 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 informed of your right of appeal. Parents can apply online at www.lincolnshire.gov.uk/schooladmissions or call 01522 782030 for a paper form.

5.3 Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group if, for example, 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 any appropriate evidence to support their request.

Sir William Robertson 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; and
- the views of the Headteacher.

5.4 Admission to the Sixth Form (including admission number for those admitted for the first time)

The published admission number for external candidate admission to Sir William Robertson Academy's Sixth Form is 20. Year 11 pupils who already attend the academy may transfer to year 12 provided they meet the minimum entry requirements.

Year 12 applicants for whom Sir William Robertson Academy is the named school in a Education, Health and Care Plan will be automatically offered a place at the Academy provided that the minimum entry requirements are met.

Sir William Robertson Academy's Sixth Form presently only offers level 3 courses, mostly 'A' level. The entry requirement for the sixth form is five GCSEs at Grades 4-9 (including English and Mathematics GCSE at Grade 4-9). There are also academic entry requirements for each subject that need to be met.

Where there are fewer applicants than places available, the academy will admit all applicants provided the minimum entry requirements are met.

Where the number of applicants for admission exceeds the number of places available, the criteria outlined in Section 3.1.1 of this policy will be applied to children who do not presently attend the academy, when deciding which children to admit:

5.5 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 sometimes results in admitting children above the published admissions number to schools that are already full, but such children are shared equitably amongst the local schools to mitigate the impact of oversubscription. Sir William Robertson Academy will participate in Lincolnshire County Councils the fair access protocol.

5.6 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 governors will:

- process an application in 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 governors 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 midyear applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The governors will consider whether:

- 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 governors 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.

5.7 Reserve List

For admission into the intake year the governors will keep a waiting list, known as the "Reserve List." If we have to refuse a place at Sir William Robertson Academy your child will automatically be put on the Reserve List, unless you have been offered a place at a higher preference school. This list is maintained in accordance with the order of the oversubscription criteria (previously prescribed), as required by the School Admissions Code. This means that names can move down the list if someone moves into the area who is higher placed under the oversubscription criteria. The governors are not permitted to take into account the length of time you have been on the list.

For the intake year the Reserve List is kept by the Schools Admission's Team until the end of August. After this, the School Admissions Code requires that schools keep the Reserve List until at least the end of the autumn term. Sir William Robertson Academy keeps its Reserve List (across all year groups) for the academic year.

5.8 Fraudulent or misleading applications

Please note, as an admission authority, Sir William Robertson Academy has 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.

6.0 Appeals Procedure

Should you fail to receive an offer of a place at Sir William Robertson Academy, you have the right to appeal to an independent Appeals Panel, whose decisions are binding on the school and the local authority.

Appeals should be addressed in writing to the Clerk to Governors at the Academy within 20 school days of receiving the decision letter. The envelope should be clearly marked "Admission Appeal". The appeal will be heard within 40 school days of the deadline for receipt of appeal applications.

Parents/carers will receive written notification of the date and time of their appeal hearing, which they can attend to explain their case. This will include a final deadline for submitting any additional information. If they wish, parents may be accompanied by an adviser or friend. Following the appeal, the Clerk to the Governors will write to parents with the decision.

Please note that Sir William Robertson Academy will not accept repeat applications for places in the same academic year, unless there are significant and material changes in the circumstances of the parent, child or school which could warrant a further application. Such circumstances could include moving house or medical reasons. Where Sir William Robertson Academy has refused to consider another application for the same year group, no further appeal can be made.