



Determined Admission Arrangements for Lincroft Academy in September 2018

Introduction

The Sharnbrook Academy Federation (SAF) is the Admissions Authority for Lincroft School. SAF has consulted on extending the age range of Lincroft School to become a secondary school. The admission arrangements set out in this document are for Lincroft Academy and apply to the second year of the transition to a secondary Academy.

The admission arrangements set out below are intended to apply for one year, September 2018 for Year 7 only. Admission requests for other year groups will be dealt with as casual admissions.

Lincroft Academy: Admission Arrangements for 2018

The Academy has capacity for 1000 students.

Year 7 Admissions

The Published Admission Number (PAN) for year 7 is 210

Oversubscription Criteria

If fewer applications than the stated PAN are received at any point of entry, all applicants will be admitted. If the Academy is oversubscribed, (note f) after the admission of pupils with a Statement of Special Educational Needs, or Education Health and Care (EHC) plan where the Academy is named in the Statement or the plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. Looked After children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order. Proof will be required (see notes a)
2. Children with siblings at the Academy (see notes c below)
3. Children attending Oakley Primary School.
4. Children attending the named Primary Schools (see note b below)
5. Children of staff who have been employed by Lincroft Academy for two or more years at the time at which the application for admission to the school is made (see note e below)
6. Any other children

Tiebreaker:

If applying these criteria results in there being more children within any of the above categories than the number of available places, the tie break will be the distance the pupil lives from the Academy, measured in a straight line, using the Local Authority's computerised mapping system, with those



living closer to the Academy receiving the higher priority. The distance will be measured from the address point of the pupil's home (note d) to the main school reception of the main school site. Priority will not be given within each criterion to children who meet other criteria. Where there is one remaining place available but the next measured distance is shared equally by more than one applicant, the place will be allocated by lot supervised by an independent person. Where there is one remaining place available and the next child to be considered for admission is one of a multiple birth group, all multiple birth siblings will be admitted even if this exceeds the PAN.

Admissions Process

Application forms are available from the Local Authority Schools Admissions Office and can be downloaded from the Local Authority website (Bedford Borough residents only). Parents not living in Bedford Borough should contact their own Local Authority for an application form.

The Academy allocates places on an equal preference basis as explained in the Bedford Borough school transfer booklet and is a part of the Local Authority coordinated admissions process.

Appeals

Parents who have not been allocated a place for their child will have the right of appeal to an independent panel. Details of how to exercise this right will be included in the notification letter from the local authority following either the coordinated admissions process or applications for casual admission.

Waiting list

The Academy maintains a waiting list for admission into Years 7 until the end of the autumn term in the year of entry. Those not offered a place are kept on the waiting list, which is prioritised according to the oversubscription criteria.

Casual Admissions

Requests for admission into other year groups should be made to Bedford Borough Council who, by agreement, manage these requests for admission on the Academy's behalf.

Admission Outside Normal Age Group

In exceptional circumstances the Governors will consider agreeing to the admission of a child to a year group other than is applicable to their chronological age. This may be appropriate, for example, where premature birth has led to children falling into a year group other than would have been the case had they been carried to full term. Similarly, where decisions to allow out of age group education have been taken by previous schools it will normally be appropriate for children to remain with their established year group. Other circumstances will be considered on their merits and in all cases, decisions will be taken in the best interests of the child.

All such requests should be made directly to the Academy at the time of application including any supporting evidence. If they are made as part of the coordinated admissions process the

application form should also be completed and submitted to the local authority. If the request is approved the application will be processed in the normal way. Applications outside that process will be considered as 'casual admissions' see above.

If a request is denied a place may be offered in the age-appropriate year group.

Specialist Provision for children with Autism

At Lincroft Academy, there is a Specialist Provision for students with Autism. There are 28 places in the Provision. Students are admitted to the Provision where Lincroft Academy is named on their Statement of Special Education Need or their Education Health and Care Plan. For students living within Bedford Borough, admission to the Provision is via an application to Bedford Borough Special Educational Needs and Disability team. For students not living in the administrative area for Bedford Borough, applications need to be made through the local authority where they live. Students in the Provision are not included in the PAN for the Academy.

Notes

- a. A 'looked after' child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989)
- b. The Primary schools are: Bromham Primary School, Ursula Taylor Primary School, St Joseph's Primary School.
- c. A sibling refers to a brother or sister, half-brother or sister, adopted brother or sister, stepbrother or sister or the child of the parent/carer's partner, and in every case, the child should be living at the same address. The sibling must be in the Academy at the time of the application and be likely to remain in the Academy at the proposed date of admission.
- d. A student's home address will be regarded as the address of the parent(s) or guardian(s) with parental responsibility with whom the student usually lives. This will not usually include grandparents, aunts or uncles. Where a student spends time with parents at more than one address, the address used will be the one at which the student is ordinarily resident and where the student spends the majority of the school week (Mondays to Fridays) including nights. Proof of residency in the catchment area can be requested. If this occurs, one of the following will be required: a copy of a recent utility bill, a child benefit statement or family tax credit information. If any of these documents cannot be supplied because of a house move, then one of the following must be provided:
 - Confirmation that the house purchase is legally binding (a solicitor's letter to confirm completion will be sufficient)
 - Formal tenancy agreement showing that parent will be resident at the proposed address for at least 12 months.
- e. The definition of 'Staff' is any member of staff employed at Lincroft Academy, who has been employed for two or more years at the time at which the application for admission to the Academy is made
- f. Pupils who have a Statement of Special Education Needs or Education, Health and Care (EHC) plan are required to be admitted to the school that is named on the statement or plan, even if the school is



full. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the Academy is full.

Further information

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