



Westgate Academy

Admissions Policy

2024/25

Date published: March 2023

Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

Process of application for the normal intake year

Arrangements for applications for places in (Year 3) at Lincoln Westgate Academy will be made in accordance with Lincolnshire County Council's coordinated admission arrangements using the admissions authority of Lincolnshire County Council; 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. Lincoln Westgate 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.

You can express your preference for a minimum of 3 state-funded schools, in rank order. You will receive an offer for a school place directly from your local authority.

Please note, pupils attending Eastgate Infant School or Mount Street Academy will not transfer automatically into Westgate Academy. A separate application must be made for a place at Westgate Academy.

Westgate Academy has an agreed admission number of 120 pupils for entry into Year 3. If the school is not oversubscribed, all applicants will be offered a place.

Oversubscription criteria

Before considering other applications, the governors will first meet their obligation to children with Education, Health and Care Plans. If applications exceed places, the highest priority will then be given to those according to the following admissions criteria in this order:

1. Children who are in the care of the local authority – see definition of children in public care below.*
2. A sibling ** already at the school and who will be on role at the time the place is required
3. Children of staff if they have been employed for two years or more
4. Attendance at our feeder Infant schools: Mount Street and Eastgate Infant Schools
5. Nearest school priority. This applies when the school is the nearest state funded school to the child address admitting children to the relevant year group: this is calculated by Lincolnshire County Council school admissions team using straight line distance with the closet receiving priority. [Find your nearest school – Lincolnshire County Council](#).

Education Health Care Plans

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

*Definition of Children in Public Care

Looked after children and all 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.

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 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).

Sibling:

- 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 Section 576 of the 1996 Education Act
- 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 within the published admission number the school will admit above its admission number as necessary to admit all the children, unless this would make the class too large. 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 above its admission number as necessary to admit all the children except in cases where infant class regulations prevent this from happening. If this happens the school 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.

Measurement of distance

The way we measure distance is as follows:

- The straight line distance as calculated electronically to three figures after the decimal point (eg 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.
- The nearest school is found by measuring the straight line distance from the child's home address to all schools admitting children in the relevant year group. Measurements are calculated electronically from the Post Office address point of the home to the Post Office address point of the school. We measure distance to three decimal places, e.g. 1.256 miles.
- 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.

Home address

This is the address where the child lives for the majority of the Academy term time with a parent who has parental responsibility as defined in the Children Act 1989 and a parent includes a person who is not a parent but who has responsibility for her or him. This could include a pupil's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc unless they have all the rights, duties, powers and responsibilities and authority which by law a parent of a child has in relation to the child and her or his property.

Where a child lives normally during the Academy week with more than one parent at different addresses, the home address accepted for the purposes of Academy admissions will be the one where the child spends a majority of term there. If a parent can show that their child spends an equal amount of time at two addresses during school term time this will be taken into account.

Equally, where a family possesses more than one home, the Governing Body will take as the home address the address where the family and child normally live for the majority of the Academy term time.

The Governing Body has the right to investigate any concerns it may have with respect to the accuracy of information provided by parents on an application form and to withdraw the offer of a Academy place if there is evidence that parents have made fraudulent claims, for example concerning parental responsibility or address given.

Reserve Lists

For admission into Year 3 the governors will keep a waiting list which is called a reserve list. If a child is not offered a place and the school is named as a higher preference, your child is automatically put on the reserve list above the one you were offered as required by the school admissions code. This list is in the order of the oversubscription criteria. Names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. The list is kept by the Schools Admission Team until the end of August. After this, the school keeps the reserve list until the end of the autumn term. The time you have been on the list is not taken into account.

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.

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.

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.

Lincoln Westgate Academy school 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

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group. Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

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 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.

The Governors will not refuse a service child a place because the family does not currently live in the area.

Fair Access

The government has stated that all local authorities must have a Fair Access agreement that allows hard to place children, for example, those that have been permanently excluded, to be given a place before any oversubscription criteria are applied and before anyone is considered from the reserve list. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

Pupils allocated under Fair Access protocols will take precedence over those on a waiting list. Westgate Academy will participate in Lincolnshire County Council's Fair Access protocol.

In-Year Admissions

The Governors will accept admissions into Year 3, Year 4, Year 5 and Year 6 if there are places. If there are more applications than places, then the oversubscription criteria will be used to decide who should be offered the place. If there are no places, then the child's application will be refused and the parent will be told of the independent appeals system.

Apply via the LCC website or direct to school if appropriate.

Admissions Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. Any parent of a child who has been refused a place by the Governing Body's Admissions Committee may appeal to an Independent Appeals Panel by giving written notice to the Clerk of the Governing Body at Westgate Academy. The process for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and organised by the County Councils Legal Services Section and entirely separate from the admission section. The Clerk of the Governing Body will send the notice to the Clerk of the Independent Panel who will convene a meeting and invite the parent concerned. The decision of the appeal panel is binding of all parties. If your place is refused you will be informed of your right of appeal.

You can find details of the school's appeals timetable on the following webpage:

Appeal a school place decision – How to appeal - Lincolnshire County Council
<https://www.lincolnshire.gov.uk/school-admissions/appeal-school-place/2>

Appeals timetable.

Timetable for offer dates and appeals can be found on

<https://www.lincolnshire.gov.uk/school-admissions/appeal-school-place/2>

Monitoring arrangements

This policy will be reviewed and approved by the governing body every year.