



**Lakelands**  
Academy

## **ADMISSIONS POLICY**

**NEXT REVIEW:**

**SPRING 2019**

## ADMISSIONS POLICY

Reviewed: Spring 2018

Next review: Spring 2019

### 1. Lakelands Academy Admissions Policy

Lakelands Academy is an 11 -16 comprehensive academy with a maximum PAN (pupil admission number) of 116 in each of the five year groups.

Lakelands Academy is an admissions authority and is responsible for setting its own admissions policy. Currently, it has adopted the same arrangements and oversubscription criteria as those determined by Shropshire council for maintained Shropshire schools.

For transfers to secondary school/academy in Year 7 the Council's Admissions Team co-ordinates the admissions process and all enquiries regarding Admissions should be addressed to them. They publish a booklet "Parents' Guide to Education in Shropshire" each year with up to date information about schools/academies and a full explanation of the admissions processes. The booklets are available from the Shropshire website and reference copies are available in schools/academies and local libraries.

Parents/carers who may wish to speak directly to an Admissions Advisor may also contact them through the Admissions Team. Admissions for any year group other than the start of Year 7 will be classed as In-Year or Mid-term applications and will be handled directly by the Academy. (See section 7.)

1.1 A copy of the determined arrangements are available for viewing on the Council's website at [www.shropshire.gov.uk](http://www.shropshire.gov.uk)

1.2 The contact address is: Admissions Team, Learning and Skills, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND. Tel: 0345 678 9008

or email: [school-admissions@shropshire.gov.uk](mailto:school-admissions@shropshire.gov.uk)

Website: [www.shropshire.gov.uk](http://www.shropshire.gov.uk)

### 2. PAN

This academy has a Published Admission Number (PAN) of 116 for each Year 7 intake (this number also applies to Years 8 – 11). The number of preferences received and places allocated for the previous year can be viewed on the Shropshire Council website and in the Parents' Guide to Education booklet.

### 3. Statemented Students (with a statement of Special Educational Needs or Education and Health Care Plan EHCP)

Students with a statement will not be part of an oversubscription process and will receive a place at the academy in the event of the academy being oversubscribed.

#### **4. Applications**

Parents/Carers of Year 6 children and resident in Shropshire will be required in the Autumn term prior to the academy year of transfer to make an application naming 3 preferences via the Shropshire website. The online application facility will be available in early September. Where there are more applications than there are places available, allocations will be made in accordance with the oversubscription criteria. Full details of these criteria are given in the Parents' Guide booklet; therefore it is recommended that parents read the booklet before completing an application. In general terms, they are based upon the following (in order):

"Children who have a Statement of Special Educational Needs or Education and Health Care Plan from Shropshire Council, which names the school/academy which the child should attend because their needs can be met best by that particular school/academy, will be offered places before other children."

After that places will be offered up to the admission number in the following priority order:

##### **Priority 1:**

Priority will be given to children in public care, usually referred to as "Looked After Children" and to children who were "Looked After" but ceased to be so because they were adopted as defined in the School's Admissions code

##### **Priority 2:**

Children living inside the catchment area will have next priority. If there are not enough places for all the children living in the catchment area, we will look at the following two criteria:

- 1) Priority will be given to children living within the catchment area who will have an older sibling of compulsory school age (11 – 16) at the academy on the day they are due to start there.
- 2) After that, priority will be given to other children who live within the catchment area.

##### **Priority 3:**

After that, any places that are left will be offered to children who live outside the catchment area. If there are not enough places for all of them, we will look at the following two criteria:

- 1) Priority will be given to children living outside the catchment area who will have an older sibling of compulsory school age (11 – 16) at the academy on the day they are due to start there.
- 2) Secondly, priority will be given to children living outside the catchment area without an older sibling at the academy, but who have attended a state-funded or publicly - funded primary school that lies within the secondary academy's catchment area, for more than a whole academic year immediately prior to transfer.
- 3) After that, priority will be given to other children who live outside the catchment area.

If there are more applications than there are places available according to the PAN, priority will be given on the basis of the straight line distance between the home address and the Academy as calculated using a computerised mapping system. The shortest distance will be given priority.

The closing date for applications is October 31<sup>st</sup>. Allocations are published online on March 1<sup>st</sup>.

##### **5. Notes which apply to the oversubscription criteria:**

Very exceptionally, where a child has a particular health reason requiring them to attend a specific school/ Academy, that child may be given a place before any of the children who qualify under Priorities 2 and 3 above. This will only be allowed if parents/carers can provide written evidence from a medical professional that attending that particular school/ academy is **essential** to the medical well-being of the child. The Council reserves the right to check the relevance of the medical condition.

Catchment area maps can be viewed on LocalView available from 'Maps' at the foot of the website [www.shropshire.gov.uk](http://www.shropshire.gov.uk). Individual addresses can be checked by contacting the Admissions Team.

The definition of a sibling is the brother or sister, stepbrother or stepsister, half-brother or half-sister, fostered or adopted sibling living at the same address as part of the same family unit and of compulsory school age (i.e. 5 – 16 years). Older siblings must still be attending the academy on the date the younger sibling is due to start there. Cousins or other relatives who take up residence in the home in order to establish an “in catchment area” address will not be given priority under the sibling criteria.

In the case of twins or triplets from the same address the school will endeavour to admit both or all siblings.

All applicants are required to give correct information about the genuine residential address of the child. This is normally expected to be with the parent/carer who has care of the child for the majority of the time (that is academy time during the week in term time) but where care is shared equally, the home address will be determined by which parent receives the relevant Child Benefit.

##### **6. Appeals Process**

Any applicant refused a place at the Academy has a right of appeal.  
If you are refused admission, you will automatically receive a letter from the local authority advising you of your right to appeal. If you do choose to go to appeal, the LA will administer and host the appeal.

##### **7. Mid-Term or In-Year Admissions**

Where families wish to change the school/ academy their child attends at other times of the year after the start of Year 7. They will contact reception in the first instance in order to make an appointment to visit the academy. They will be given an indication of whether there are places available in the relevant year group. If only one place is available and there are other applicants applying, the same published criteria will be applied to determine who will get the place. If there are no places available the Academy

will be able to inform the individuals of the Appeals process. The Academy may refuse to admit a child where there are places available on the grounds that admission of such a student would prejudice the provision of efficient education or the efficient use of resources in any year group.

#### **8. Fair Access Protocols**

The academy will consult and co-ordinate its arrangements - including those designed to secure the rapid re-integration of children who have been excluded from other schools/ academies and those who arrive in an area after the normal admissions round - in accordance with Shropshire's local in-year Fair Access Protocols for securing schools/academies for unplaced children. The Fair Access Panel comprises three Headteachers and meets regularly to allocate students. There will always be an even distribution between schools/academies.