



# **Lincoln Christ's Hospital School**

## **Admissions Policy 2019-20**

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**Lincoln Christ's Hospital School is a Comprehensive Academy.** This means the Governing Body is responsible for the admission of pupils into the school. The responsibility for the granting or refusal of admission applications is delegated by the Governing Body to their Admissions Panel, comprising of three Governors and advised by the Headteacher. By law, the Governors must consider parents who have named the school using the common application form or who have applied online before any other parents.

The arrangements below were approved by the Governing Body in October 2017.

### **Admissions at Year 7**

In September 2019, the Governors will admit 225 students into Year 7 without reference to ability or aptitude.

The Governors welcome enquiries and encourage visits by parents and children during the school day. These visits can be on an individual or group basis. Please telephone the school secretary on 01522 887364 to arrange a visit, which will include meeting the Head of Year 6 and other staff, looking round the school in action and discussing life in the school and what the school has to offer.

### **Process of application for the normal intake year**

Arrangements for applications for places in Year 7 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](http://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 Christ's Hospital School 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.

The Admissions Panel will decide which students to admit up to the published admission number of 225 by reference to the following criteria in the order shown below:

Applicants having a statement of Special Educational Needs (Education Act 1996) or Educational Health Care Plan (Children and Families Act 2014) will have Lincoln Christ's Hospital School as the named school on the plan. These applicants are offered places first in accordance with legislation. However, the school aspires to maintain the student population as a mixed comprehensive school with a wide and balanced range of abilities and individual needs.

- 1. LOOKED AFTER CHILDREN & 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. 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 arrangement 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. **SIBLINGS:** A full brother or full sister, whether or not living in the same household who will be on roll at the time the applicant would start . Another child normally living 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 Education Act 1996. In the case of twins and where there is only one place available in the school, both will be considered together as one application. The school can go above its admission number by one.
3. **DISTANCE FROM THE SCHOOL:** Straight line distance as 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 the home and Post Office Address Point of the school.

**Distance in the following order:**

- a) Whether the child lives up to 5 miles from Lincoln Christ's Hospital School by straight line distance.
- b) Whether the child at the time of the application attends one of the feeder primary schools; Saxilby Primary School, Sturton by Stow Primary School, Marton Primary School and Newton on Trent Primary School. The naming of the feeder schools is made on reasonable grounds as these primary schools are in the designated area of Academy transport.
- c) The increasing order of distance from Lincoln Christ's Hospital School.

The child's home is the address where the child lives for the majority of the school term time with a parent who 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 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for her or him.

It could include a child's carers 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 their property.

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 that of the parent who lives closest, as measured by driving distance, to the school in question.

If you have more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time.

Tie-break: if any of the oversubscription criteria have too many applicants then the tie-break will be by distance as measured in 3 above. The child living closest to the school will be offered the place. 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.

**CHILDREN OF UK PERSONNEL: (UK ARMED FORCES)**

In order to meet the government's military covenant aimed at helping UK service personnel, and Crown Servants returning from abroad we have adopted the following arrangements:

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. This address will be used 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.

For late co-ordinated applications and mid-year applications supported by the appropriate military documentation we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The school's 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.

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

#### **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 Christ's Hospital 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 views of the parents;
- 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 view of the head teacher.

#### **APPEALS**

If parents wish to appeal against the decision not to admit their child to the School, they can either use the County's online appeals process (<http://www.lincolnshire.gov.uk/parents/schools/school-admissions>), or they can write to the Chairman of the Governors at the school address and mark the envelope 'Admission Appeal'. The appeal will then be heard by an independent appeals panel under the direction of the Legal Service of Lincolnshire County Council. The decision of the independent appeal panel is binding on all parties.

Repeat appeals will not be considered in the same academic year unless there has been a significant change in circumstances.

LCHS Admissions Policy 2019-20

## **RESERVE LIST**

For admission into all Years the Governors will keep a reserve list. If you are not successful in being offered a place, your child's name is automatically put on the reserve list. 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 length of time on the reserve list is not taken into account. After this the school admissions requires that the school keeps the reserve list until the end of the autumn term. If you want your child to be placed on the reserve list for the following academic year please contact the school.

## **MID-YEAR ADMISSIONS**

The governors accept transfers into other year groups. If there are more applications than there are places then the oversubscription criteria will be used to decide who should be offered the place. If there are no places then you will be informed of the appeal system.

For a mid-year place, including the Year 7 that has commenced, an application can be made online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) or on the mid-year application form, by contacting Lincolnshire County Council 01522 782030.

## **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 includes admitting children above the published admissions number to schools that are already full.

## **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.

## SIXTH FORM ADMISSION ARRANGEMENTS 2019-20

### Students from Lincoln Christ's Hospital School

Year 11 students at Lincoln Christ's Hospital School may progress to Year 12 provided that they meet both the general academic standards and the subject specific standards for the subjects they wish to undertake and it is possible to offer their selected subject combination within the planned timetable organisation.

Where the preferred subjects are not available or cannot be timetabled or the applicant does not meet subject specific standards, if possible, we will offer a place for an alternative set of subjects, if the student meets the standards for those alternative subjects.

The general academic standards, which all applicants must normally meet, are:

Subject specific requirements are given in the Sixth Form prospectus each year which is available from the school and on the school's website. Any student who has not achieved GCSE grade 4 in English Language or Mathematics must also continue to study that subject(s).

**For AS/A Level courses.** Five grades 9-4 at GCSE (or equivalent) including English and Mathematics with a grade 6 in the subjects to be studied at A Level, or a relevant subject.

**For Level 3 BTEC courses.** Five grades 9-4 at GCSE (or equivalent) including English and Mathematics.

**For GCSE Pathway course.** Five grade 3 or better at GCSE (or equivalent).

### Students from other schools

The Published Admission Number applicable to students from other schools wishing to join the Sixth Form at Lincoln Christ's Hospital School is 45.

Before considering any other applicants, the Governors will allocate places to students with statements or EHC (Education Healthcare) plans where the school is named.

If there are more applications than available places, we will apply the following criteria, in the order listed, to rank the applicants and identify those to be offered places. We use the same criteria to operate the reserve list, which will operate until the end of term in December.

1. Looked After Children and certain former Looked After Children as defined by the School Admissions Code 2014
2. Siblings of Lincoln Christ's Hospital School students at the time of application
3. Students on roll at The Priory Pembroke Academy
4. Students on roll at Banovallum School
5. Increasing order of distance, measured in a straight line from the school.

In the event of a tie for the last place we would rank the tied applicants on increasing order of driving distance; if this did not resolve the tie there would be a random allocation drawn by an independent person.

Over a number of years, Lincoln Christ's Hospital School has had a special relationship with The Priory Pembroke Academy and Banovallum School, both 11-16 schools. This has enabled and encouraged their students to move on to Level 3 education. In this respect, these schools can be considered to be feeder schools to the Sixth Form.

### **For two-year courses**

Continuation into the second year of study is dependent on satisfactory progress during year one. We will discuss with students their assessments, external examinations if taken, coursework, homework, work ethic and attitude, and agree the most suitable progression route. (Where the results of assessments, any coursework and external examinations are unacceptable we will explain this clearly; in some cases we may have to recommend that the student leaves the Sixth Form.) It is hoped and anticipated that the vast majority of students who embark on a two-year course will reach a successful completion after two years.

However if a student decides, or is advised, to re-take one subject within their Sixth Form course, that will be conditional on places being available in the subject once the demand from the incoming Year 12 group has been met. Similarly, if a student wishes to take an additional AS level subject whilst in the second year of the A Level course, this will also be subject to places being available as above, as well as timetable constraints.

In all of the criteria above, the Headteacher and Chair of Governors will respond to individual circumstances which may have disadvantaged an applicant.

### **Appeals**

Children have the right to appeal against an admission authority's decision to refuse them admission:

- a) to a school sixth-form or;
- b) to a school at which they wish to receive education other than sixth form education once they have ceased to be of compulsory school age.

Where a child is refused admission to a Sixth Form, they and their parents have the same right of appeal and, where they appeal separately, admission authorities must arrange the appeals so that they are heard together.

If parents (or children) wish to appeal against the decision not to admit their child (them) to the Sixth Form, they can either use the County's online appeals process (<http://www.lincolnshire.gov.uk/parents/schools/schooladmissions>), or they can write to the Chairman of the Governors at the school address and mark the envelope 'Admission Appeal'. The appeal will then be heard by an independent appeals panel under the direction of the Legal Service of Lincolnshire County Council. The decision of the independent appeal panel is binding on all parties.

Repeat appeals will not be considered in the same academic year unless there has been a significant change in circumstances.