



# **Lincoln Christ's Hospital School**

## **Admissions Policy 2024-25**

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**Lincoln Christ's Hospital School is a Comprehensive Academy.** 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 before any other parents. A parent for the purposes of making an application is a person with 'parental responsibility' or a person who has day to day care of a child. This is in line with section 576 of the Education Act (1996).

The arrangements below were approved by the Governing Body in October 2022.

### **Admissions at Year 7**

In September 2024, 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 on 01522 887364 to arrange a visit, which will include meeting the Head of Transition 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). Parents 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 our behalf as required by the School Admissions Code.

The Admissions Panel will decide which students to admit up to the Published Admission Number (PAN) of 225 by reference to the following criteria in the order shown below:

Applicants having an Educational Health Care Plan (Children and Families Act 2014) who have Lincoln Christ's Hospital School as the named school on the plan. These applicants are offered places first in accordance with legislation. Remaining places will be allocated in line with the oversubscription criteria below.

- 1. LOOKED AFTER CHILDREN & ALL 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.** 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). 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.

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 . A sibling is 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.
3. **CHILDREN OF STAFF** - where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or  
b) The member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.
4. CHILDREN RESIDING WITHIN 5 MILES OF THE ACADEMY
5. CHILDREN RESIDING IN THE SCHOOL'S DESIGNATED AREA FOR SCHOOL TRANSPORT
6. OTHER CHILDREN

**TIE BREAK:** if any of the oversubscription criteria have too many applicants then the tie-break will be by distance. 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.

**DISTANCE** is measured by 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.

To find out if you are in the Designated Transport Area then please see the following link [aspapps.lincolnshire.gov.uk/SchoolAdInfo\\_SchoolSearch.asp](http://aspapps.lincolnshire.gov.uk/SchoolAdInfo_SchoolSearch.asp)

#### **ADDRESS**

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 parents can choose which address to use for the application,

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.

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

In order to support the military covenant aimed at removing disadvantage for UK service personnel (UK armed forces), and Crown servants returning from abroad the following arrangements will apply.

If an application is supported by an official letter declaring a posting and a relocation date then an intention to move to a confirmed address or quartering within the UK will be accepted for a child for the purposes of implementing the oversubscription criteria.

Where an application is not supported by an official letter declaring a posting and relocation date, or is not being made due to a new posting then the child's current address will be used to examine the application against the oversubscription criteria until the child is formally resident in the new address.

Proof of intended occupation of the residential address such as mortgage statement, exchange of contracts or signed tenancy agreement will be required. For applicants participating in the Future Accommodation Model trial, a letter accepting an address under the scheme will be accepted if a signed tenancy agreement cannot be provided.

An offer may be withdrawn if a child does not reside at the address listed on the application form if the school is oversubscribed and use of an incorrect address has resulted in a place being denied to another child who would otherwise have been offered the place.

If a family have provided the required proof of posting, a unit postal address will be accepted for the purposes of operating the oversubscription criteria if parents are unable to provide an address or prefer to use the unit address. This unit will be the base to which the parent has been posted.

In all cases where an applicant is considered after national offer day of the admitting year and parents can demonstrate that the child is a child of a crown servant returning from abroad or is a child of a serving member of the armed forces, the Governors will consider whether to offer a place at a school even if the school has reached its official PAN. When making the decision whether to offer over PAN the Governors will consider the circumstances of each case including:

- If the applicant would have been offered a place had they applied on time in the admissions round of the year of entry;
- Whether there is any child on the reserve list with higher priority under the oversubscription criteria;
- Whether admission of a further student would prejudice the efficient education and efficient use of resources and this prejudice would be excessive.

The Governors have discretion to admit above the admission number in these circumstances but they are not obliged to do so. If a place is refused, parents will be informed of their right of appeal.

## **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. Parents resident in Lincolnshire should call 01522 782030 or email [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk) for

the advice 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 Headteacher.

### **SIBLINGS IN THE SAME YEAR GROUP**

If brothers and sisters in the same year group, including multiple birth children are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class unacceptably large and prejudice the education of the other children.

### **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 ([www.lincolnshire.gov.uk](http://www.lincolnshire.gov.uk)), 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.

### **RESERVE LIST**

The admission authority for Lincoln Christ's Hospital School will operate a reserve list for Years 7-9. This list is held in the order of the oversubscription criteria, as required by the school admissions code. For the intake year the list is held by the Local Authority School Admissions Team until the end of August preceding entry. After this, the school keeps this list until the end of the school year, at which time it is abolished.

In the normal admissions round, if we refuse a place at our school your child is automatically placed on the reserve list, unless you have been offered a higher preference school. After the 31<sup>st</sup> August of Year 7, it is the parents' responsibility to request that their child be added to the reserve list by contacting the school directly.

## **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. Students allocated under fair access protocols will take precedence over those on a reserve list or awaiting appeal. Lincoln Christ's Hospital School will participate in the Fair Access Protocol of Lincolnshire County Council.

## **FRAUDULENT OR MISLEADING APPLICATIONS**

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly. 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 if a false address was given which denied a place to a child with a stronger claim. If a place is withdrawn, the application will be considered afresh and you will be advised of your right of appeal if a place is refused.

## **SIXTH FORM ADMISSION ARRANGEMENTS 2024-25**

### **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.

Year 11 students joining from other schools may enter 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.

Subject specific requirements are given in the Sixth Form prospectus each year which is available 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).

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

**For AS/A Level courses.** Five grades 9-4 at GCSE (or equivalent) including grade 5 in English and Mathematics.

Specific GCSE entry requirements, in addition to the above, are as follows:

**Biology** – Mathematics grade 5, Grade 6 in Biology or Double Science grades 6,6 or Triple Science grades 6,6,5.

**Business Studies** – Five GCSE grades 9-4 or equivalent, including English and Mathematics.

**Chemistry** – Mathematics grade 5, grade 6 in Chemistry or Double Science grades 6,6 or Triple Science grades 6,6,5.

**Drama and Theatre Studies** – Five GCSE grades 9-4 or equivalent, including Mathematics and English with a GCSE or BTEC in Drama or Performing Arts favourable.

**English Language** – Five GCSE grades 9-4 or equivalent, including grade 5 in Mathematics and grade 6 in English Language and English Literature.

**English Literature** – Five GCSE grades 9-4 or equivalent including grade 5 in Mathematics and grade 6 in English language and English Literature.

**Fashion and Textiles** – Five GCSE grades 9-4 or equivalent.

**Fine Art** – Five GCSE grades 9-4 or equivalent.

**Further Mathematics** – Five GCSE grades 9-4 or equivalent, including grade 7 in Mathematics. A level Mathematics must be studied alongside Further Mathematics.

**Geography** – Five GCSE grades 9-4 or equivalent including grade 5 in Mathematics and English with grade 5 in Geography.

**German** – Five GCSE grades 9-4 or equivalent, including grade 6 in German.

**History** – Five GCSE grades 9-4 or equivalent, including Mathematics and English and grade 6 in History GCSE, or a level 6 in English if History not studied at GCSE.

**Law** – Five GCSE grades 9-4 or equivalent, including grade 6 in English Language or English Literature.

**Maths** – Five GCSE grades 9-4 or equivalent, including grade 7 in Mathematics (grade 6 will be considered based on prior performance).

**Media** – Five GCSE grades 9-4 or equivalent including grade 5 in Mathematics and grade 5 in English Language and English Literature.

**Philosophy, Ethics and Religious Studies** – Five GCSE grades 9-4 including at least a 5 in either full course Religious Studies or English Literature.

**Photography** – Five GCSE grades 9-4 or equivalent.

**Physics** – Mathematics grade 6, Physics Grade 6 or Double Science grades 66 or Triple Science grades 665.

**Product Design** – Five GCSE grades 9-4 or equivalent including grade 4 in Mathematics and grade 5 in English Language.

**Psychology** – Five GCSE grades 9-5 or equivalent, including grade 5 in Mathematics and grade 6 in English.

**Sociology** – Five GCSE grades 9-4 or equivalent, including grade 5 in Mathematics and grade 5 in English language and English Literature.

**Spanish** – Five GCSE grades 9-4 or equivalent, including grade 6 in Spanish.

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

Specific GCSE entry requirements, in addition to the above, are as follows:-

**Applied Science** – BTEC Level 3, Five GCSE grades 9-4 or equivalent including grade 4 in Mathematics and grade 4 in English.

**Biomedical Science** – BTEC Level 3, Five GCSE grades 9-4 or equivalent, including grade 4 in Mathematics and grade 4 in English.

**Business Studies** – BTEC Level 3 in Business Pass accepted as GCSE requirements (not English and Mathematics which must be achieved).

**Criminology** – Level 3 Applied Diploma, Five GCSE grades 9-4 or equivalent, including English & Mathematics.

**Engineering** – BTEC Level 3, Five GCSE grades 9-4 or equivalent, including grade 4 in Mathematics and grade 5 in English Language.

**Sport Studies** – BTEC Level 3, Five GCSE grades 9-4 or equivalent, including English and Mathematics.

**Travel and Tourism** – Five GCSE's grade 9-4 or equivalent, including Mathematics and English.

These subjects are those on offer for September 2023. The subjects on offer, and the entry requirements, may vary for 2023 and beyond.

### **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.

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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 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).
2. Siblings of Lincoln Christ's Hospital School students at the time of application.
3. Increasing order of distance, measured in a straight line from the school.

In the event of a tie on straight line distance for the last place, we would resolve the tie by a random allocation drawn by an independent person.

## 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.

Appendix A – Designated Transport Area (DTA)

