



# **Lincoln Christ's Hospital School**

## **Admissions Policy 2022-23**

<b>SLT Link member of staff:</b>	<b>Paul Fragle</b>
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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 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 2020.

### Admissions at Year 7

In September 2022, 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 (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. **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.** 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.
3. CHILDREN RESIDING WITHIN 5 MILES OF THE ACADEMY
4. CHILDREN RESIDING IN THE SCHOOLS DESIGNATED AREA FOR SCHOOL TRANSPORT
5. OTHER CHILDREN

**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.

**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

#### **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 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, **intended 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 **where a parent requests this.**

The Governors will not refuse a service child a place because the family **does not have an intended address or** does not currently live in the area.

**Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the school for more details.**

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. **If a place is refused, you will be informed of your right of appeal.**

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.

## **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 and is held by Lincolnshire County Council until August of Y7, it is then passed to the school. This list is in the order of the oversubscription criteria. Names can move down the list if someone applies and is higher placed on the oversubscription criteria. The length of time on the reserve list is not taken into account. The waiting list is cleared at the end of each school year. 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. We participate in the Fair Access Protocol of Lincolnshire County Council.

## **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.

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

If siblings in the same year group 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 too large and prejudice the education of the other children.

## **SIXTH FORM ADMISSION ARRANGEMENTS 2022-23**

### **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.

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).

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:-

Art – Mathematics grade 5 not compulsory

Biology – Mathematics grade 6, Double Science grades 65 or Triple Science grades 655

Chemistry - Mathematics grade 6, Double Science grades 65 or Triple Science grades 655

Drama – English or Drama grade 6

English Literature – English language grade 6, English Literature grade 6

Geography – Geography grade 5

History – English or History grade 5

Law – English grade 6

Core Mathematics – Mathematics grade 6

Mathematics – Mathematics grade 7

Further Mathematics – Mathematics grade 7

Modern Foreign languages (French, German, Spanish) – French, German or Spanish grade 6 as appropriate

Religious Studies – English Literature grade 6, Religious Studies grade 6

Photography - Mathematics grade 5 not compulsory

Physics - Mathematics grade 6, Double Science grades 65 or Triple Science grades 655

Politics – English or Geography or History grade 6

Product Design – DT, Design or related subject grade 4 or CNAT Level 2 Design or Engineering Pass

Psychology – English grade 6

Sociology – English or Geography or History grade 6

**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:-

Business Studies – BTEC Level 2 in Business Pass accepted as GCSE requirements (not English and Mathematics which must be achieved)

Engineering – CNAT Level 2 in Engineering Pass accepted as GCSE requirements (not English and Mathematics which must be achieved)

Travel and Tourism – BTEC Level 2 in Travel & Tourism Pass accepted as GCSE requirements (not English and Mathematics which must be achieved)

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

These subjects are those on offer for September 2022. The subjects on offer, and the entry requirements, may vary for 2022 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.

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 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. 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. 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.