



# **Lincoln Christ's Hospital School**

## **Admissions Policy 2017-18**

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**Date presented to Governors: Sept 2015**

**Review Date: March 2016**

**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 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 September 2015.

### ADMISSIONS AT YEAR 7

In September 2017 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) who name Lincoln Christ's Hospital School 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. In order to maintain this character of the school, and in order not to prejudice the provision of efficient education for all students at the school or the efficient use of resources, the school has asked the local authority to advise the County Council statementing panels to acknowledge that the capacity of the school for statemented students should not exceed the county average.

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 2.8 of the Children Act 1989, as amended by 2.12 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:** Driving distance from the child's home to the School, as measured by Microsoft MapPoint, between the post office address of the home and post office address of the school. Places will be offered to the children living closest to the school by this criterion.

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:

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- 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.

### **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. The reserve lists are cleared at the end of each academic year. If you want your child to be places 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 2017-18

There are 170 places in Year 12 and 170 places in Year 13 so in total, there are 340 places in the Sixth Form. Each year, we reserve up to 40 places for both year groups for students from other schools who wish to join the Sixth Form, with students from Cherry Willingham Community School taking priority. In the event of there being more applicants than can be admitted under the above limit, the criterion of distance from the school as set out above will be applied.

There are no formal entrance requirements to our Sixth Form. All students are welcome to apply to join. However, students will only be admitted if they can demonstrate their suitability for Sixth Form education in subjects which the school can efficiently and effectively provide within the curriculum. Therefore:

1. the offer of a place is subject to a relevant course being available.
2. the applicant must have the prior qualification relevant to the course applied for.

Under normal circumstances, the entrance requirements for the three types of course are as follows:

a) Level 2 BTEC course

At least 4 GCSE passes, two of them at grade D or higher.

Level 3 BTEC course

These are advanced level courses. The applicant must have a minimum of 5 higher grade (C or above) GCSE passes. Priority will be given to those applicants who have higher grade passes in English or Mathematics, followed by a clear commitment to and strength in the area of study (e.g. Business Studies, Performance Arts, Engineering) based upon prior attainment in the subject if studied pre-16 or other evidence of interest if appropriate.

b) Level 3 AS/A2 courses

Applicants must have at least 5 higher grade passes at GCSE. Preference will be given to those who have achieved both English and Mathematics at grade C or above. For many AS/A2 courses, a grade B or higher will be required for specific subjects – for example, Mathematics, Sciences. Applicants should consult the Sixth Form prospectus to gain an exact picture of the requirements for their particular selection of courses.

In addition, for all courses, the applicant must be willing to continue study in English and Mathematics to GCSE or equivalent standard if the student does not have a grade C in either subject.

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

Once an applicant has gained a place on his or her chosen course, continuation on that course is based on progress. After the first 5 weeks of study, assessments will be made of all students in all courses. Continuation will be subject to satisfactory progress, a level of attainment matching the demands of the course and a clear commitment on behalf of the student to continued study. At this stage, in consultation with parents or carers, revisions and changes to the initial courses may be discussed and recommended.

### **FOR 2 YEAR COURSES:**

Continuation into the second year of study is dependent on satisfactory progress during year one. Based on assessments, external examinations if taken, coursework, homework, work ethic, and attitude, judgements will be made on the most suitable progression route. 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 A Level course then 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.

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For a mid-year place, 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.

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