



TALL OAKS FROM LITTLE
ACORNS GROW



Tall Oaks Academy Trust

POLICY

**Admissions for Castle Wood, Mercer's Wood and White's Wood Academies.
For Intakes to Academic Year 2022 – 2023**

Policy written October 2020 and updated August 2021

Admissions Policy

This policy refers to all schools within Tall Oaks Academy Trust, that is Castle Wood Academy, Mercer's Wood Academy and White's Wood Academy. Where the admissions policy differs for each school it will be stated within this policy.

In accordance with legislation, the allocation of places for children with an Education, Health and Care Plan EHCP (Children and Families Act 2014) naming the school in the plan will take place first.

Remaining places will be allocated in accordance with this policy.

Process of Application

Arrangements for applications for places in Castle Wood Academy – Year Reception, Mercer's Wood Academy (Year Reception) and White's Wood Academy (Year 3) (Tall Oaks Academy Trust) 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, 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. Tall Oaks Academy Trust 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.

Castle Wood Academy

Castle Wood Academy provides for the admission of all children in the September following their fourth birthday.

Where we have offered a child a place at our school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
 - b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made, whichever is the sooner;
 - c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.
- Parents interested in deferring admission or arranging part-time attendance must contact the school to discuss this.

For entry into reception in September we will allocate places to parents who complete an admissions application and return it to Lincolnshire County Council by January 2022, a precise date is yet to be confirmed. Late applications will be considered after those returned by the deadline.

The school's admissions number is 60 for Year Reception

Mercer's Wood Academy

Mercer's Wood Academy provides for the admission of all children in the September following their fourth birthday.

Where we have offered a child a place at our school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made, whichever is the sooner;
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents interested in deferring admission or arranging part-time attendance must contact the school to discuss this.

For entry into reception in September we will allocate places to parents who complete an admissions application and return it to Lincolnshire County Council by January 2022, a precise date is yet to be confirmed. Late applications will be considered after those returned by the deadline.

The school's admissions number is 30 for Year Reception

White's Wood Academy

White's Wood Academy is a junior school. For entry into Year 3 in September we will allocate places to parents who complete an admissions application and return it to Lincolnshire County Council by 15th January 2022. Late applications will be considered after those returned by the deadline.

The school's admissions number is 60 for Year 3

Consideration of Applications

Tall Oaks Academy Trust will consider all applications for places. Where fewer than 30 applications are received the school will offer places to all those who have applied.

Procedures where Tall Oaks Academy Trust schools are oversubscribed

If a school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan which names the school, priority for admission will be given to those children who meet the oversubscription criteria.

The oversubscription criteria below are listed in the order we apply them. If it is necessary to distinguish between more than one applicant in any criteria, the next criteria will be applied until the tie breaker is used.

Oversubscription criteria for White's Wood Academy only

- A. A Child in Public Care and those previously in public care as defined by the school admissions code, 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. (1)
- B. The child has a sibling on roll at the school at the time of application (2)
- C. The school is the nearest one to the home address (3)
- D. The distance from the home to the school, priority will be given to the child living closest to the school

Oversubscription criteria for Castle Wood and Mercer's Wood Academy only

- A. A Child in Public Care and those previously in public care as defined by the school admissions code, 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. (1)
- B. The child has a sibling on roll at the school at the time of application (2)
- C. The distance from the home to the school, priority will be given to the child living closest to the school

Definitions and notes

1. A Child in Public Care is a child who is a looked after child

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 (or became subject to a child arrangements order or special guardianship order). 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 arrangements 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. Children with a sibling attending the same Tall Oaks Academy Trust school at the time of application. "Sibling" is defined in these arrangements as half, full, step, adoptive or foster brother or sister living predominantly in the same home as the child. In the event of there being more siblings than there are remaining places in a year group, it is possible that a sibling under these circumstances would not be offered a place. Where siblings exceed the remaining places in a year group, places will be ranked on distance to the school.

Where a child lives with both separated parents, the home that the child lives in for the most time per week will be counted. Where the child lives in both homes for equal amounts of time, the parents can choose which home to use as the address.

3. The nearest home address to the school –

The home address is considered as the address where the child lives for the majority of term time with a parent (as defined in section 576 of the Education Act 1996) who has parental responsibility for the child (as defined in the Children Act 1989).

Where a child lives normally during the school week with more than one parent at different addresses, the home address accepted for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at two addresses during school term time with a parent, they can choose which address to use on the application.

If a parent has more than one home, we will accept the address where the parent and child normally live for the majority of the school term time as the home address.

Tie break

In the case of a tie-break being necessary the following will apply with regards to multiple births and children who are siblings, born within the same academic year but not one of a multiple birth:

- Multiple birth children may be admitted under exceptional circumstances – they will remain as an ‘excepted pupil’ whilst they are in an infant class, or until a place becomes available through another child leaving thereby returning the class to a maximum of 30 children
- Siblings born within the same academic year may NOT be counted as an ‘exceptional pupil’ and could only be admitted if it did not take the class size over 30 or an additional teacher was employed.

A lottery may need to be held to decide which sibling may be admitted should there be no place for the sibling born within the same academic year, but with identical criteria.

Final Tie Breaker

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 Services Directorate at the Local Authority.

Reserve list

For admission into the intake year the admission authority for all Tall Oaks Academy Trust schools will keep a waiting list which we call a reserve list. If we refuse a place at our schools your child is automatically placed on the reserve list, unless you have been offered a higher preference school. This list is kept in the order of the oversubscription criteria, as required by the school admissions code. Children can move up and down the list depending on where the other children are ranked against the oversubscription criteria. The admission authority must not take account of the time you have been on the list when allocating places. For the intake year the list is held by the Local Authority School Admissions Team until the end of August. After this the school admissions code requires that schools keep the reserve list until the end of the autumn term.

Twins and Multiple Births

Twins and other siblings from a multiple birth - If twins or 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 too large and prejudice

the education of the other children. Multiple birth children are 'excepted pupils' to infant class limits if allocated in this way. Brothers and sisters in the same year group - If brothers and sisters 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 or when this

would breach infant class size limits.

Appeals

The procedures for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and entirely separate from the admission system. The decision of the appeal panel is binding on all parties. All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. The school will prepare guidance for parents about how the appeals process will work and provide a named contact who can answer any queries they may have about the process. This will be published alongside the timetable for the appeals process at our website at www.talloaksacademy.co.uk.

In-year admissions

The Trustees will accept admissions into other year groups if there are places. If there are more applications than 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 told of the independent appeal system.

Applications for in-year admission

Applications should be made via Lincolnshire County Council or directly to the school. All Tall Oaks Academy Trust schools will accept admissions up to the Published Admission Number of the respective year group at the point of entry. In the event that this would cause an infant class to be unlawfully large at Castle Wood and Mercer's Wood or cause prejudice to the provision of efficient education or the efficient use of resources, it may be necessary to refuse a place although the year group has not reached the school's

published admission number. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If it is necessary to refuse a place then you will be informed of your right of appeal. Parents can apply online at www.lincolnshire.gov.uk/schooladmissions or call 01522 782030 for a paper form.

Children of UK Service Personnel (UK Armed Forces)

For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Trustees will:

- Process an application in advance of a move of a 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 to use 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 Trustees will not refuse a service child a place because the family does not have an intended address or does not yet 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 coordinated applications and in year applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The 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.

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 waiting list. Schools within

Tall Oaks Academy Trust will participate in Lincolnshire County Councils the fair access protocol.

Admission of children outside their normal age group (out of cohort)

Parents may seek a place for their child outside of their normal age group (date of birth cohort), 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.

Tall Oaks Academy Trust 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 parent's views;
- 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 views of the Head of School /Executive head teacher

Parents resident in Lincolnshire should call 01522 782030 or email schooladmissions@lincolnshire.gov.uk for 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.

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.

SEND Admissions

At Tall Oaks Academy Trust we follow the Lincolnshire County Council Admissions Policy. All parents must apply directly to the Local Authority under the Admissions Procedures for admission into the Reception Class and for any mid-year transfers. Full details of the admission arrangements can be found on the [Lincolnshire County Council Schools Admission page](#). Any parent who wishes to apply for a school place can call:

School Admissions

Tel: 01522 782030 (open 8am to 6pm Monday to Friday)

Fax: 01522 516708

Email: schooladmissions@lincolnshire.gov.uk

Applying for a school place if your child has an Education, Health and Care Plan (EHCP)

Children and young people with an Education, Health and Care Plan follow a different admission and transfer process for a new school. The contact number for Lincolnshire County Council Special Needs Services Group is: Tel: 01522 553332.

You will have a right to request a particular school and this will be considered alongside the information that we have about your child's special educational needs. The information would have been provided as part of the Education, Health and Care assessment or following the review meeting. If you wish your child to be admitted to a school within the Trust, the school must be consulted before it is named on a pupil's EHC plan. If the school has any concerns about accommodating the pupil's needs or preparing for his or her transfer to the school, it should be raised during the consultation period. During consultation, a Trust can state that the school would be unsuitable for a child based on either:

- It would be unsuitable for the age, ability, aptitude or SEN of the child or young person,
- The attendance of the child or young person there would be incompatible with the efficient education of others, or the efficient use of resources

Once a school is named on a child's EHC plan it is required to admit the pupil from that moment. Any specific arrangements to cater for the pupil's needs must be put in place as soon as possible, for example a phased start to school or an employment of a 1:1 adult, but the school may not delay admitting the pupil in order to make these arrangements.

The Trust cannot refuse to admit a child who has SEN but does not have an EHC plan on the grounds that they do not think they are able to cater for the child's need, nor can the Trust refuse to accept a child simply because he or she does not have an EHC plan.

If the Trust is asked by the LA to offer a part-time place to a pupil who also attends a special school, the Trust is under no obligation to admit the pupil on a part-time basis unless it has been named on the pupil's EHC plan. However, the Trust does acknowledge that part-time admission can be an effective way of helping a child to transition from a special school to mainstream education. The Trust should ensure that all decisions regarding admission are made in the best interests of the child.

If you would like to discuss moving a child to our school please speak to **Amy Willis, Inclusion Leader.**

Castle Wood Academy – 01427 811516

Mercer's Wood Academy – 01427 612572

White's Wood Academy – 01427 613097

As a Trust we aim to do the very best in order to make all children feel welcomed and included during transition.