



LONG FIELD SPENCER ACADEMY

Admissions 2023 - 24

Approving Body	Local Governing Board
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LONG FIELD SPENCER ACADEMY ADMISSIONS POLICY SHOULD BE READ IN CONJUNCTION WITH LEICESTERSHIRE COUNTY COUNCIL CHILDREN AND FAMILY SERVICES ADMISSIONS TO MAINSTREAM SCHOOLS (COMMUNITY & VOLUNTARY CONTROLLED) POLICY & PROCEDURES WHILST NOTING THAT THE ADMISSIONS AUTHORITY FOR THE SCHOOL REMAINS THE SPENCER ACADEMIES TRUST

The Spencer Academies Trust determines admission arrangements for each academy within the Trust. The arrangements are implemented by the local governing body of each academy including matters relating to local Fair Access arrangements.

Date of adoption: applies to admissions on or after 01.08.23

Date to be revised: revised annually (2 years in advance)

Person responsible: Principal

1.0 Introduction

- The admission number for Year 7 at Long Field Spencer Academy in September 2023 is 180. In all other academic years, the school will usually admit to the published admission number at the time when the year group was first admitted to the school.
- Children who have an education, health and care plan which names the school will automatically be allocated a place. The Governing Body cannot guarantee a place at the school for any other category of application.
- As Long Field Spencer is an academy, the admissions authority is The Spencer Academies Trust.

2.0 Admissions oversubscription criteria

Where the number of applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

1st: Looked after children and previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2nd: Pupils who live in the catchment area.

3rd: Pupils who will have a brother or sister attending the same school at the same time at the point that they are attending.

4th: Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application.)

5th: Pupils who are attending a feeder school at the point of application.

6th: All other pupils

Tie breaker - Where there are more applications than places available within an oversubscription criteria, places will be allocated on the basis of pupils living nearest to the school measured in a straight-line distance (home to school front gate as the crow flies).

It may not be possible to decide between the applications of those pupils who are final qualifiers for a place (e.g. children who live at the same address or have the same distance measurement). In this exceptional situation, if there is no other way of separating the applications then the governors will admit the additional child above the planned admission number. In cases where there is one remaining place available and the next child on the waiting list is one of twin or of other multiple birth

group, then both twins (or all the siblings in case of multiple births) will be admitted even if this means that the admission number will be exceeded.

3.0 Definitions

Residence

For the purpose of processing a school application a single home address must be used. The child's place of residence is taken to be the parental home at which they normally reside. Where parents claim equal or dual residency for their child they must prioritise one address over the other, or risk the application not being processed. Children of UK service personnel (UK Armed Forces) do not need an address for a place to be allocated and a place will not be refused on the basis that they do not yet have an intended address. In the event of needing to discriminate between pupils living in the same block of flats where it produces the same distance measurement, the lowest numbered flat(s) will be treated as the closest.

Brother and sister

The term "brother or sister" includes half brother or sister, step brother or sister or legally adopted child being regarded as the brother or sister living at the same home address.

Parent

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person; and any person who, although not a natural parent, has care of a child or a young person.

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

Looked after Children and 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 in accordance with 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 (or became subject to a child arrangement order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. In September 2021 this definition was expanded to include "children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted".

- Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 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 A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider care whose sole purpose is to benefit society.

Late applications

- All applications received by the relevant closing date will be considered first. Where there are more applications than places, these will be ordered in accordance with the approved priority criteria outlined above.
- All late applications received after the closing date will be considered after those that have been received on-time.
- In exceptional circumstances, late applications may be considered as on time where the parent is able to evidence the reason for lateness was beyond their control i.e. children in care, forced re-location, new school opening etc. However, late applicant families who are already resident within the catchment area and have moved to another address within catchment will not be excepted children and will not be offered a place at the catchment school in those circumstances, if it is full.
- Applications received beyond 4 weeks post-closing date cannot be considered under exceptional grounds, as it is too late to add them to the process.

Waiting List

If, after the offer of places has been made, the school is over-subscribed, all unsuccessful applications will be placed on the waiting list which will be administered by the admissions sub-committee for the duration of the co-ordinated admissions scheme. A position on this waiting list will be determined by the school's published over-subscription criteria. The waiting list will remain open until 31 December in the year of admission and will be administered by the governors of the school. For in-year admissions the waiting list will remain open for the duration of three calendar months following the decision.

Withdrawing an offer of a place

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent applications, intentionally misleading applications, a false claim to residence in the catchment area and the failure of a parent to respond to an offer of a place by the end of the summer term of the academic year in which the offer is made.

Right to Appeal

All parents will have a right of appeal if an application for a school place is refused and this will be detailed in the refusal letter. Appeals that are to be heard as part of the normal round will be heard in accordance with the appeals timetable published on the LA's website. Parents may contact the School Admissions Service if they require clarification of the procedure that will be followed in respect of an appeal

Catchment area

The school's defined catchment area can be found on the school's website.

Feeder Schools

Ab Kettleby Primary
Asfordby Captains Close Primary
Asfordby Hill Primary
Buckminster Primary
Frisby C E Primary (C)
Great Dalby Primary
Melton Sherard Primary
Melton St Mary's C E Primary
Melton Swallowdale Primary
Melton The Brownlow Primary
Melton The Grove Primary
Old Dalby C E Primary (C)
Scalford C E Primary (C)
Somerby Primary
Wymondham St Peter's C E Primary (A)

Coordinated admission scheme

All applications for places in the normal year of entry are made on the common application form through a child's home local authority. For entrance to the school in Autumn the closing date of the coordinated admission scheme is 31 October, preceding admission to secondary school. Places are allocated on 1 March which is National Offer Day.

In-year admissions outside the normal year of entry

All applications made outside the normal year of entry should be made directly to the school. In the event of a place being available in the appropriate year group an offer of a place at the school will be made. If no place is available the parent will be informed of this along with the right of appeal for the refusal of a place.

The Spencer Academies Trust has regard to the DFE admissions Code in respect of in-year application requests.

Admission of children outside the normal age group

Please contact the school for further information.

Appendix A

Catchment Area

