ST GEORGE'S ACADEMY

ADMISSIONS POLICY 2028 – 2029

1. General

1.1 This Policy may be amended in writing at any time by agreement between the Secretary of State and the St George's Academy Trust ("the Academy Trust").

1.2 In drawing up the arrangements, the Trust has followed statuary guidance from the government in the Schools Admissions Code. You can find the code at: www.gov.uk/government/publications/school-admissions-code-2

1.3 Notwithstanding the generality of paragraph 2 of this Policy, the Academy Trust will take part in the Admissions Forum set up by the Local Authority (LA) and have regard to its advice; and will participate in the coordinated admission arrangements operated by the LA and the local in-year fair access protocol. Our Local Authority is Lincolnshire.

2. Procedure for admitting pupils to the Academy

2.1 Admission number(s):
The Academy will admit on entry up to 375 students into year 7 across the two Campuses.

2.2 Campus arrangements for secondary provision (age 11- Year 7):
After offers of places at the Academy have been made, the Academy will take account of parents' preference for which Campus they would like their child to attend. If either of the Campuses receives more preferences than its capacity, students living nearest to that Campus will have priority.

2.3 Admission number for sixth form provision (age 16 - Year 12):
St George's Academy has an agreed admission number of 50 students in addition to those students already in the Academy wishing to stay on in the sixth form.

2.3.1 St George's Academy has capacity for 450 pupils in the sixth form. If fewer students transfer from Year 11 and the size of the sixth form does not reach capacity, additional places will be offered to external applicants up to a maximum of 450 sixth form students overall.

2.4 Process of application:
Arrangements for applications for places at St George's Academy will be made in accordance with the Lincolnshire LA's coordinated admission arrangements; parents in Lincolnshire can apply online at www.lincolnshire.gov.uk/schooladmissions or by phoning 01522 782030. Parents resident in other areas must apply through their home local authority.

2.4.1 The Academy Trust will use the Lincolnshire LA's timetable for applications to St George's Academy each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within Lincolnshire LA as agreed by the Admissions Forum, Lincolnshire LA, local schools and Academies.

2.4.2 There is a national closing date of 31 October for applications to secondary schools. The Academy will ensure its application processes enable parents to apply before this deadline.

2.4.3 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, 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.

2.5 Consideration of applications:

The Academy Trust will consider all applications for places at St George's Academy. Where fewer than the published admission number for year 7 received, the Academy Trust will offer places at St George's Academy to all those who have applied.

2.5.1 We follow the Lincolnshire County Council's Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially vulnerable, are offered a place at a suitable school as quickly as possible.

2.5.2 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 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

3. Procedures where St George's Academy is oversubscribed

3.1 Where the school is oversubscribed, applications will be considered against the criteria set out below.

3.2 Admission to Year 7 - oversubscription criteria:

The Academy Trust will first accept all pupils with a statutory right to a place at the Academy, through an Education, Health and Care plan naming St George's Academy. (Children and Family Act 2014). After the admission of these pupils, the criteria will be applied for the remaining places in the order in which they are set out below:

- 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 (see definition at the end of the document)
- A child with a sibling currently attending the Academy and who will continue to do so after the date of admission. (The term 'sibling' is defined at the end of this document)
- The Academy may offer places to the children of a member of staff of the Academy who has been employed for 2 years or more at the time of application, or who has been appointed to a vacant post for which there is demonstrable skill shortage
- Those living nearest to the school. As calculated by straight-line distance by Lincolnshire County Council school admissions team from the Post Office Address Point of the home to the Post Office Address Point of the school. This calculation is made to three decimal places; e.g. 0.123

4. Campus transfers

4.1 The Trustees of the Academy will meet to discuss and approve Campus transfers as and when required.
4.2 The following criteria will be used to assess an application for a Campus transfer with St George's Academy:

- Year 7 - New intake
  - All parents must complete the campus preference form when applying for a place. This will be sent in January to parents who have chosen St George's Academy as one of their preferred schools. Our aim is to place students according to this. Transfer requests for the Year 7 new intake will be considered following the criteria as laid down in the Admission Policy
- Mid-year Campus transfer requests
  - Governors will request a formal recommendation from the relevant Campus, which will be considered alongside the submitted written request for a Campus transfer

4.3 There is no statutory right of appeal against a decision by St George's Academy to place a pupil on one or other campus of the Academy. However, the appeals committee of the Academy's Governing Body will consider any written representation in the event of dissatisfaction with placement on one or other of the two sites, should parents wish to express this or draw the committee's attention to any additional information

5. Admission to Years 12 and 13 (Sixth Form}

5.1 This admissions policy applies to students seeking admission to Year 12 and also covers admission into Year 13 for those wishing to complete their studies at the school.

5.2 The majority of our students in Year 11 continue with their studies into our school Sixth Form. The school has 50 places available for external students who wish to join Year 12.

6. Admission to Year 12

6.1 All offers of a place in Year 12 will be made on condition of students meeting the school entry requirements for their individual course of study. Due to the many variations in Key Stage 5 Curriculum at level 2 and level 3, specific entry criteria for the current curriculum offer can be found in the Sleaford Joint Sixth Form Prospectus, available via the Academy website and in paper format on request.

6.2 St George's Academy is part of the Sleaford Joint Sixth Form with The Robert Carre's Trust which includes Carre's Grammar School and Kesteven and Sleaford High School.

6.3 Students will only be admitted to the Sixth Form if their courses can be efficiently and effectively provided.

6.4 The Academy Trust will first accept all pupils with a statutory right to a place at the Academy, through an Education Health and Care Plan naming St George's Academy.

6.5 Where students applying to the Sixth Form at St George's Academy do not have GCSE or qualifications, it will be necessary to consider applications on a case-by-case basis. Student qualifications will be considered along with other information provided by the student's current school, in an attempt to make fair assessment of the application. This process is entirely at the discretion of the Governing Body.

7. The over-subscription criteria for Year 12

- Children in Local Authority Care, 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
- Current Family Association - a brother or sister in the same school at the time of entry. In this context brother or sister means children who live as brother or sister in the same house, natural brothers or sisters, adopted siblings, stepbrother or sisters and foster brothers and sisters
- Descending rank order of their average GCSE points score across eight subjects

8. Tie Break

8.1 In the event of a tie, we will give priority to:

- Those living nearest to the school. Straight-line distance as calculated by Lincolnshire County Council school admissions team from the Post Office Address Point of the home to the Post Office Address Point of the Academy
- 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
- In allocating a campus, consideration is taken of access to transport, if a child cannot access a particular campus by train or bus from their home

9. Admissions Process Year 12

9.1 Students applying for a place in Year 12 will be invited to attend the Sixth Form Open Evening, an annual event at the school held at a specified date in the autumn term.

9.2 Applications for Year 12 must be completed using the school application form, by the date specified by the school (check website for details}. Applications received after this deadline will be placed on a waiting list.

9.3 Students holding conditional offers will have their place confirmed following receipt of the GCSE results in the summer.

9.4 Guidance will be given to students who wish to consider a change of subject following receipt of the GCSE results.

10. Operation of reserve list

10.1 St George's Academy will operate a reserve list for Years 7 to 12 where in any year the Academy receives more applications for places than there are places available. For Year 7, the waiting list will be held by Lincolnshire County Council until the August preceding entry, then it will be held by the school thereafter. The waiting list will be cleared at the end of each academic year.

11. Right of appeal

11.1 There is a right of appeal to an Independent Appeals Panel for unsuccessful applicants. You will be notified of your right of appeal if your application is refused. Paperwork can be found on the website under admissions.

11.2 There is no statutory right of appeal against a decision by St George's Academy to place a pupil on one or other Campus of the Academy. However, the appeals committee of the Academy's Governing Body will consider any written representation in the event of dissatisfaction with placement on one or other of the two Campuses, should parents wish to express this or draw the committee's attention to any additional information.

12. Admission to other year groups

12.1 Applications should be made to Lincolnshire County Council or directly to the school. If the school cannot offer a place, you will be advised of your right of appeal. If there are more applications than places available, the oversubscription criteria for Year 7 entry will apply.

13. Definitions

13.1 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. 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.

13.1.1 Previously looked after children are children who were looked after, but immediately after being looked after, became subject to an adoption (or became subject to a child arrangements order or special guardianship order).

13.1.2 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).

13.1.3 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.

13.1.4 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).

13.2 Definition of siblings and the position of twins:
A sibling is defined as:

- A brother or sister who share one or both parents, whether or not resident in the same household
- A half-brother or half-sister who share one common parent
- A step-brother or step-sister where two children are related by a parent's marriage
- An adopted or fostered child living in the same household under the terms of a residence order
- Another child normally in residence for the majority of term time in the household for whom the adult in the household has parental responsibility and also has parental responsibility for the child currently attending the Academy

13.2.1 In the case of twins or other children from multiple births (or two or more siblings in one-year group) and where there is only one place available, the application will be considered together as one application and, as a consequence the admission number may be exceeded.

13.3 Definition of home address:
By 'home' we mean 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.

13.3.1 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 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 both addresses during school term time, they can choose which address to use on the application.

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

13.4 Distance to school from home address:
Those living nearest to the school. Straight-line distance as calculated electronically to three figures after the decimal point (eg 1.543 miles) by Lincolnshire County Council school admissions team. It is defined as the distance from the post office address point of the child's home to the post office address point of the Academy's nearest Campus. There is a search tool on the LCC website https://www.lincolnshire.gov.uk/find-nearest-school. Schools using this criterion must ensure that this link is in their policy to be compliant with the ruling.

13.4.1 In allocating a campus, consideration is taken of access to transport, if a child cannot access a particular campus by train or bus from their home.

14.Applications outside of a child's chronological age

14.1 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 for Year 7 entry in September should 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 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. St George's Academy 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 Principal

14.2 If the request relates to any other year group, applicants should contact the school directly.

15.UK Armed Forces

15.1 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 Governors will:

- Process an application in advance of the family arriving in the area provided it 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 the parent requests this
- The Governors will not refuse a service child a place solely because the family does not have an intended address or does not yet live in the area

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

15.3 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

15.4 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.

Appendix A - Admissions Supporting Information Sheet

ST GEORGE'S ACADEMY

ADMISSIONS

SUPPORTING INFORMATION SHEET

St George's Academy has two Campuses: one at Sleaford and one at Ruskington. Parents may select their preferred Campus by completing this form.

Governors will try and place students at the Campus of their preference.

My Campus Choice is:	
No preferred campus	☐
Sleaford, St George's Academy	☐
Ruskington, St George's Academy	☐

If this form is completed when applying for a place, our aim is to place you at your preferred campus. When the year group is oversubscribed students will be placed at a Campus using the relevant admissions criteria. This will also apply to non-returned forms.

If parents are not happy with the allocated campus, they **must** register a request for a campus move by writing to the Governors. All requests for a campus move will be held as a waiting list, prioritised by distance in line with the admissions criteria. Places will be allocated by priority order as and when they become available. Please note that this may not be until the start of Year 7 once it becomes clear that not all students have taken up their place at the Academy. Please also note that parents of students who are not allocated their preferred campus and who do not register a request for a campus move will be assumed to be satisfied with their allocation.

There is no statutory right of appeal against a decision by St George's Academy to place a student on one or other campus of the Academy. However, the appeals committee of the Academy's Governing Body will consider any written representation in the event of dissatisfaction with placement on one or other of the two Campuses, should parents wish to express this or draw the committee's attention to any additional information.

Please send your campus choice by post or preferably via email below:

campus.choice@st-georges-academy.org

St George's Academy, Admissions, Westholme, Westgate, Sleaford, Lincolnshire, NG34 7PP