



Admissions Policy

This document sets out the admission arrangements for Boston West Academy. The policy links to Annex 1 of the Supplemental Funding Agreement between the school and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State.

The School will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the Local Governing Body acting on behalf of CST Schools Trust. Boston West Academy will take part in the Admissions Forum set up by Lincolnshire County Council and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Lincolnshire County Council.

Notwithstanding these arrangements, the Secretary of State may direct Boston West Academy to admit a named student on application from a local authority. Before doing so the Secretary of State will consult the school.

Admission arrangements approved by the Secretary of State

The admission arrangements for Boston West Academy for the year 2020-2021 and, subject to any changes approved by the Secretary of State, for subsequent years, are:

- a) Boston West Academy has an agreed admission number of 60 pupils. Boston West Academy will accordingly admit 60 pupils in the relevant age group each year if sufficient applications are received.
- b) Boston West Academy may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, Boston West Academy will inform Lincolnshire County Council and reference this change on the school's website. Students will not be admitted above the Published Admission Number unless exceptional circumstances apply, and such circumstances shall be reported to the Secretary of State.

Process of application

Arrangements for applications for places in reception at Boston West Academy will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements.

To be considered for admission during the normal admission round (October 2019 to February 2020) and during the late admission period (February 2020 to end of August 2020), all applicants must complete and submit a Local Authority's common application form, including Boston West Academy as one of their preferences. The school will also provide information to the Local Authority for inclusion in the composite prospectus, as required.

Where an applicant applies from September 2020 onwards for a place for admission between September 2020 and end of the summer term 2021, this will be a 'mid-year' admission and parents must still submit a Local Authority's common application form for mid-year admissions.

Parents can obtain information and an application from the LA. 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. Boston West Academy 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.



- September – The school will publish on its website information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2019 for admission in September 2020). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school.
- Between September and November – The school will provide opportunities for parents to visit the school.
- November – Parents complete the Common Application Form of their home Local Authority and return it to their home Local Authority to administer.
- January – Lincolnshire County Council receives the admission data for Boston West Academy and forwards this admission data to Boston West Academy (regardless of preference).
- February – Boston West Academy sends a list of its offers of places to Lincolnshire County Council.
- March – Lincolnshire County Council returns names of the pupils being offered a higher preference elsewhere. Boston West Academy submits replacement offers.
- April – One offer of a school place is made to parents by Lincolnshire County Council.

Consideration of applications

Boston West Academy will consider all applications for places. Where fewer than 60 applications are received, the school will offer places to all those who have applied.

Procedures where Boston West Academy is oversubscribed

If the school is oversubscribed, after the admission of pupils with an Education and Health Care Plan (EHCP) where the school is named in the EHCP, priority for admission will be given to those children who meet the criteria set out below, in order:

Definitions of terms indicated by numbers are given separately below.

- A. Looked after children and all previously looked after children (1)
- B. Brother or sister attending the school at the time of application, or who will be attending the school at the expected time of admission (2).
- C. Nearest school: measured by straight line distance (3).
- D. Increasing order of straight line distance (4).

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then a lottery will be drawn by an independent person, not employed by the school or working in the Local Authority Children's Service Directorate.

The intended overall effect of the proposed oversubscription criteria is to maximise the likelihood that local children will gain places at their local school in an oversubscribed year; it is not possible to guarantee this however.

(1) 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 (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) Brother or sister attending the school at the time of application, or who will be attending the school at the expected time of admission. In all cases both children must live at the same address. We include in this criterion:

- a brother or sister who shares the same biological parents
- a half-brother, half-sister, step-brother or step-sister
- a legally adopted child, a child legally adopted by a biological or step-parent

Twins and other siblings from a multiple birth

In these cases all the children will be considered together as one application. If one or more can be admitted within the published admission number the school will be allowed to go above its admission number as necessary to admit all the children, unless this would make the class too large. The government's school admissions code makes an exception to the infant class limit in this situation.

Brothers and sisters in the same year group

Where there is only one place available in the school the children will be considered together as one application. The school will be allowed to go above its admission number as necessary to admit all the children except in cases where infant class regulations prevent this from happening. If this happens we can only legally offer one place because the government's school admissions code makes no exception to the infant class size limit for siblings in the same year group. We will offer the parent one place for one child and a different school for the other child or children.

(3) The nearest school is found by measuring the straight line distance from the child's home address to all schools admitting children in the relevant year group. Measurements are calculated electronically from the Post Office address point of the home to the Post Office address point of the school. We measure distance to three decimal places, e.g. 1.256 miles.

(4) Measurements are calculated electronically from the Post Office address point of the child's home address to the Post Office address point of the school by straight line distance. We measure distance to three decimal places, e.g. 1.256 miles.

We use the distance calculated in this way to apply the final oversubscription criterion.

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.

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.

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.

We do not take into account an intention to move.

Tie-break

In the case of a tie-break being necessary, children of multiple births (twins, triplets etc) will be given priority and then if a further tie-break is necessary, random allocation will be used. A person independent of the school will be asked to supervise any random allocation.

Operation of reserve lists

For admission to the intake years (reception) the School Admissions Team will keep a waiting list, called a reserve list, until the end of August each year. If your child is refused a place at a school your child is automatically put on the reserve list, unless you have been offered a higher preference school. This list is in the order of the oversubscription criteria, as required by the School Admissions Code. This means that names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria.

The School Admissions Code requires that schools keep the reserve list until the end of the autumn term, beyond this and for all other year groups (years 1-6) no reserve list is kept by school. Therefore, if you wish your child to join the school at other times, please contact the school.

Arrangements for appeals panels

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of Boston West Academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education. The determination of the Appeal Panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The school will prepare guidance for parents about how the appeals process will work and provide a named contact who can answer any enquiries they may have about the process.

Arrangements for admitting students to other year groups, including to replace any students who have left Boston West Academy

Subject to any provisions in Lincolnshire County Council's coordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the school must consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, our oversubscription criteria will apply. Parents of children whose application is turned down are entitled to appeal.

Boston West Academy will consider parental requests for summer born children to be admitted to Reception rather Y1 at the age of 5. Parents must apply for a Reception place in the child's normal age group at the usual time (i.e. whilst at nursery, before January 2019). At the same time, parents must make their application for admission out of the normal age group (for the following year) at the same time.



Parents will be informed of the school's decision before April 16. This will enable the parent to withdraw their application for the normal age group if their application for deferment is agreed or decide to accept the offer of the normal age range if they are refused. Alternatively, they could refuse this offer and make an in-year application for admission to Y1 for the September following the child's fifth birthday.

On receiving a parental request for a summer born pupil, the school must consider the local context, and question if their pupil numbers can accommodate the pupil in nursery until they start Reception, and will the child miss out Reception and go straight to Y1

Government advice on summer-born children:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389448/Summer_born_admissions_advice_Dec_2014.pdf

Approved: September 2018

Next review: September 2019