



**Theddlethorpe
Academy**

ADMISSIONS POLICY

**ARRANGEMENTS FOR THE ADMISSION OF PUPILS TO
THEDDLETHORPE ACADEMY**

2025 - 2026

**Consultation Date: November 2021
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Policy Version Date: January 2024



**Lincolnshire Gateway
Academies Trust**

(1) REQUIREMENTS FOR THE ADMISSION OF PUPILS TO THEDDLETHORPE ACADEMY

General

1 This annex may be amended in writing at any time by agreement between the Secretary of State and the Company.

In-Year Applications

The Academy will receive applications for any academic year. To apply for a place during a school year please complete the Academy's application form. This can be obtained at www.theddlethorpeacademy.co.uk or by telephoning 01507 353458. You can also apply via Lincolnshire County Council.

(2) ARRANGEMENTS FOR THE ADMISSIONS OF PUPILS TO THEDDLETHORPE ACADEMY

The published admission number (PAN) for 2025-2026 is: Reception – 15.

As a constituent academy within the Multi Academy Trust, Theddlethorpe Academy insists on the highest standards of behaviour and diligence. Governors expect full compliance with the dress code.

Theddlethorpe, as a non-selective and inclusive Academy, welcomes children regardless of their aptitude or ability. The Board of the Multi Academy Trust is the Admissions Authority with the Local Governing Body responsible for the administration of the admission arrangements. The Board remains responsible for any appeals.

Arrangements for applications for places in Reception at Theddlethorpe Academy will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements for first entry to Reception; parents resident in Lincolnshire can apply online at www.lincolnshire.gov.uk/schooladmissions, they can also apply by telephone, or ask for a paper application form, by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. Theddlethorpe Academy will adhere to the timescales outlined in the Lincolnshire County Council co-ordinated admissions scheme available at www.lincolnshire.gov.uk/schooladmissions for these applications and the relevant Local Authority will make the offers of places on our behalf as required by the School Admissions Code (2021).

If the number of applications for places at the Academy is greater than the admission number set for that year group, applications will be considered against the criteria set out below. After the admission of children with Education Health Care Plan (EHCP) naming the school, we will use the following factors, in priority order, to decide which students will be given places:

- 1 Looked after children and previously 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.
- 2 Children with brothers or sisters who are already at the Academy at the time of admission.

- 3 Children of staff employed by Theddlethorpe Academy.
- 4 Proximity to the Academy with child living closest to the Academy having priority.

Tie-breaker

Distance will be used as a tie-breaker if any of the categories are oversubscribed and there are not sufficient places available.

If two or more children are tied for the last place based on proximity to the Academy, a lottery will be drawn by an independent person, not employed by the Academy or working in Children's Service Directorate at the local authority.

Definitions of terms used in the admission arrangements

Notes: Children who have the academy recorded in their Education Health Care Plan (EHCP)

These children will have undergone a statutory assessment of their special educational needs (Children and Families Act 2014). Where a school is recorded in the EHCP, the Academy must admit the child.

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. 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 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 Siblings

Included in this factor are biological siblings, stepbrothers and sisters, half-brothers and sisters and foster brothers and sisters living at the same address and who will be attending the Academy at the expected time of admission.

Twins and other Siblings from a Multiple Birth

If twins or multiple birth children are split by operation of the oversubscription criteria, the Academy will 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.

Siblings in the Same Year Group

If brothers and sisters in the same year group are split by operation of the oversubscription criteria, the Academy will 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.

Rules for Residence

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 the parents cannot agree on an address, we will use the address where child benefit is paid.

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

We have the right to investigate whether you live at the address you say you do and we may withdraw any offer if incorrect information has been given.

3 Children of staff at the Academy

This applies

Where a member of staff (Both teaching and support staff) has been employed Theddlethorpe Academy for two or more years at the time the application for admission is made.

Or where a member of staff (both teaching and support staff) is recruited to fill a vacant post for which there is a demonstrable skill shortage.

4 Distance

Distance will be measured by straight line distance from the Post Office address point of the child's home address to the Post Office address point of the Academy using the Local Authority's computerised measuring system, with those living closer to the Academy receiving priority.

Straight line distance as calculated electronically to three figures after the decimal point (eg 1.543 miles) by Lincolnshire County Council school admissions team.

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 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 Academy'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 because the family does not have an intended address or does not currently live in the area.

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

For late co-ordinated 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 Academy's 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.

Appeals against a decision not to admit a child to the Academy

Parents have a legal right to appeal against a decision not to admit a child to the Academy. The Academy will be happy to provide information about this on request.

Admission of children outside their normal age group

In reference to paragraph 2.17 of the School Admissions Code, if a parent requests their child to be admitted outside of their normal age group, the admissions authority will decide on the basis of the circumstances provided.

Parents wishing to make this request should contact the Multi Academy Trust 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.

Decisions will be made 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.

Waiting Lists

The Academy will operate a waiting list until 31 December for entry into Reception. There are no waiting lists for entry to Years 1, 2, 3, 4, 5 and 6. Children's position on a waiting list will be determined solely in accordance with the published oversubscription criteria.

Where places become vacant, they will be allocated to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list as required by the admissions code. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant or someone leaves the waiting list.

Fair Access Protocol

The Government has stated that all Local Authorities must have a Fair Access agreement that allows unplaced children, especially the most vulnerable, are to be offered a place at a suitable school as quickly as possible. Theddlethorpe Academy will participate in the Lincolnshire County Councils fair access protocol

Fraudulent or Misleading Applications

As an admission authority for the Academy, the Trust has the right to investigate any concerns it has about an application and to withdraw the offer of a place if it is found there is evidence that parents have made a fraudulent claim or provided misleading information such as a false address.

The Trust reserves the right to check any information provided so that it can apply the oversubscription criteria accurately and fairly.