



Lincoln Christ's Hospital School

Admissions Policy 2028-29

SLT Link member of staff:

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Lincoln Christ's Hospital School is a Comprehensive Academy

At Lincoln Christ's Hospital School, we strive to ensure that all students, regardless of their background, achieve their potential. We are committed to providing opportunities for our students and encouraging them to be ambitious and positive about their future.

The Governing Body is the Admissions Authority for the school. The Governing Body is responsible for the Published Admission Number (PAN) for Year 7. By law, the Governors must consider parents who have named the school using the common application form before any other parents. A parent for the purposes of making an application is a person with 'parental responsibility' or a person who has day to day care of a child. This is in line with section 576 of the Education Act (1996).

The arrangements below were approved by the Governing Body in October 2027.

Admissions at Year 7

In September 2027, the Governors will admit 225 students into Year 7 without reference to ability or aptitude.

The Governors welcome enquiries and encourage visits by parents and children during the school day. These visits can be on an individual or group basis. Please telephone the school on 01522 881152 to arrange a visit, which will include meeting the Head of Transition and other staff, looking round the school in action and discussing life in the school and what the school has to offer.

Process of application for the normal intake year

Arrangements for applications for places in Year 7 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. Parents 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. Lincoln Christ's Hospital School 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 our behalf as required by the School Admissions Code.

The Admissions Panel will decide which students to admit up to the Published Admission Number (PAN) of 225 by reference to the following criteria in the order shown below:

Applicants having an Educational Health Care Plan (Children and Families Act 2014) who have Lincoln Christ's Hospital School as the named school on the plan. These applicants are offered places first in accordance with legislation. Remaining places will be allocated in line with the oversubscription criteria below.

- 1. LOOKED AFTER CHILDREN & ALL 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.** 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. 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). 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.

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 arrangement 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:** A full brother or full sister, whether or not living in the same household who will be on roll at the time of application, this applies only to students in Years 7-11. A sibling is another child normally living for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989 or Section 576 of the Education Act 1996.
3. **CHILDREN OF STAFF** - where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
b) The member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.
4. **CHILDREN RESIDING WITHIN 5 MILES OF THE ACADEMY**
5. **CHILDREN RESIDING IN THE SCHOOL'S DESIGNATED AREA FOR SCHOOL TRANSPORT**
6. **OTHER CHILDREN**

TIE BREAK: if any of the oversubscription criteria have too many applicants then the tie-break will be by distance. The child living closest to the school will be offered the place. 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.

DISTANCE is measured by straight line distance as calculated electronically to three figures after the decimal point (e.g. 1.543 miles) by Lincolnshire County Council school admissions team from the Post Office Address Point of the home and Post Office Address Point of the school.

To find out if you are in the Designated Transport Area then please see Appendix A (pg. 10).

ADDRESS

The child's home is the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989, or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for her or him.

It could include a child's carers but will not usually include other relatives such as grandparents, aunts, uncles etc. unless they have all the rights, duties, powers and

responsibilities and authority which by law a parent of a child has in relation to the child and their property.

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, parents can choose which address to use for the application,

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

CHILDREN OF UK PERSONNEL: (UK ARMED FORCES)

In order to support the military covenant aimed at removing disadvantage for UK service personnel (UK armed forces), and Crown servants returning from abroad the following arrangements will apply.

If an application is supported by an official letter declaring a posting and a relocation date then an intention to move to a confirmed address or quartering within the UK will be accepted for a child for the purposes of implementing the oversubscription criteria.

Where an application is not supported by an official letter declaring a posting and relocation date, or is not being made due to a new posting then the child's current address will be used to examine the application against the oversubscription criteria until the child is formally resident in the new address.

Proof of intended occupation of the residential address such as mortgage statement, exchange of contracts or signed tenancy agreement will be required. For applicants participating in the Future Accommodation Model trial, a letter accepting an address under the scheme will be accepted if a signed tenancy agreement cannot be provided.

An offer may be withdrawn if a child does not reside at the address listed on the application form if the school is oversubscribed and use of an incorrect address has resulted in a place being denied to another child who would otherwise have been offered the place.

If a family have provided the required proof of posting, a unit postal address will be accepted for the purposes of operating the oversubscription criteria if parents are unable to provide an address or prefer to use the unit address. This unit will be the base to which the parent has been posted.

In all cases where an applicant is considered after national offer day of the admitting year and parents can demonstrate that the child is a child of a crown servant returning from abroad or is a child of a serving member of the armed forces, the Governors will consider whether to offer a place at a school even if the school has reached its official PAN. When making the decision whether to offer over PAN the Governors will consider the circumstances of each case including:

- If the applicant would have been offered a place had they applied on time in the admissions round of the year of entry;
- Whether there is any child on the reserve list with higher priority under the oversubscription criteria;
- Whether admission of a further student would prejudice the efficient education and efficient use of resources and this prejudice would be excessive.

The Governors have discretion to admit above the admission number in these circumstances but they are not obliged to do so. If a place is refused, parents will be informed of their right of appeal.

ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

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 must contact their home local authority for guidance on the procedure to follow. Parents resident in Lincolnshire should call 01522 782030 or email outofcohortadmissions@lincolnshire.gov.uk 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.

Lincoln Christ's Hospital School 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 views of the parents;
- 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 view of the Headteacher.

SIBLINGS IN THE SAME YEAR GROUP

If brothers and sisters in the same year group, including 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 unacceptably large and prejudice the education of the other children.

APPEALS

Appeals: Should you fail to receive an offer of a place at the school, you have the right of appeal to an independent Appeals Panel, whose decisions are binding on the school and Governing Body. Applications for appeals should be made online through Lincolnshire County Council www.lincolnshire.gov.uk/schooladmissions or call 01522 782030.

The school will not accept repeat applications for places in the same academic year, unless there are significant and material changes in the circumstances of the parent, child or school relevant to a further application.

Common examples of changes in circumstances since the time of the original application was made would be that the family has moved house, or medical reasons. Where the school has refused to consider another application for the same year group, no fresh appeal can be made.

In all cases where a place is refused at a school the applicant will be informed of their right of appeal to an independent panel. The decision of the independent panel is binding on all parties. Details of how to appeal a decision to refuse admission will be communicated to the applicant at the time of the refusal and will also be available on the Lincolnshire County Council website.

RESERVE LIST

The admission authority for Lincoln Christ's Hospital School will operate a reserve list for Years 7-9. This list is held 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 governors must not take account of the time you have been on the list when allocating places.

For the intake year, the list is kept by the 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. The school will keep the reserve list until the end of the summer term, after this the reserve list will be cleared and a new application will need to be made by the parent/carers for the new academic year. If you wish your child to join the school and the year group is full, your child will be added to the mid-year reserve list. This will be kept in the order of the oversubscription criteria. The time you have been on the list is not taken into account. The list is cleared at the end of each academic year. If you would like your child to be placed on the reserve list for the following academic year, please make an application to the school.

MID-YEAR ADMISSIONS

Applications should be made via Lincolnshire County Council or directly to the school. In the event that further admissions into the year group would cause prejudice to the provision of efficient education or the efficient use of resources, it may be necessary to refuse a place. 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.

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 reserve list or awaiting appeal. Lincoln Christ's Hospital School will participate in the Fair Access Protocol of Lincolnshire County Council.

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. If a place is withdrawn, the application will be considered afresh and you will be advised of your right of appeal if a place is refused.

SIXTH FORM ADMISSION ARRANGEMENTS 2027-28

Students from Lincoln Christ's Hospital School

Year 11 students at Lincoln Christ's Hospital School may progress to Year 12 provided that they meet both the general academic standards and the subject specific standards for the subjects they wish to undertake and it is possible to offer their selected subject combination within the planned timetable organisation.

Year 11 students joining from other schools may enter Year 12 provided that they meet both the general academic standards and the subject specific standards for the subjects they wish to undertake and it is possible to offer their selected subject combination within the planned timetable organisation.

Where the preferred subjects are not available or cannot be timetabled or the applicant does not meet subject specific standards, if possible, we will offer a place for an alternative set of subjects, if the student meets the standards for those alternative subjects.

Subject specific requirements are given in the Sixth Form prospectus each year which is available on the school's website. Any student who has not achieved GCSE grade 4 in English Language or Mathematics must also continue to study that subject(s).

The general academic standards, which all applicants must normally meet, are:

For A Level courses. Five grades 9-4 at GCSE (or equivalent) including grade 5 in English and Mathematics.

Specific GCSE entry requirements, in addition to the above may be applicable to specific A-Level qualifications. For example, gaining a grade 6 at GCSE level in the same subject at A-Level.

The subjects on offer, and their entry requirements, may have slight variations from year to year. Please see the annual school prospectus for individual courses.

For all vocational courses. Five grades 9-4 at GCSE (or equivalent) including English and Mathematics.

The subjects on offer, and their entry requirements, may have slight variations from year to year. Please see the annual school prospectus for individual courses.

Students from other schools

The Published Admission Number applicable to students from other schools wishing to join the Sixth Form at Lincoln Christ's Hospital School is 100.

Before considering any other applicants, the Governors will allocate places to students with statements or EHC (Education Healthcare) plans where the school is named.

If there are more applications than available places, we will apply the following criteria, in the order listed, to rank the applicants and identify those to be offered places. We use the same criteria to operate the reserve list, which will operate until the end of term in December.

1. Looked After Children and all 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 (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. 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).
2. Siblings of Lincoln Christ's Hospital School students at the time of application.
3. Increasing order of distance, measured in a straight line from the school.

In the event of a tie on straight line distance for the last place, we would resolve the tie by a random allocation drawn by an independent person.

Appeals

Children have the right to appeal against an admission authority's decision to refuse them admission:

- a) to a school Sixth Form or;
- b) to a school at which they wish to receive education other than sixth form education, once they have ceased to be of compulsory school age.

Where a child is refused admission to a Sixth Form, they and their parents have the same right of appeal and, where they appeal separately, admission authorities must arrange the appeals so that they are heard together.

If parents (or children) wish to appeal against the decision not to admit their child (them) to the Sixth Form, they can either use the County's online appeals process <http://www.lincolnshire.gov.uk/parents/schools/schooladmissions>), or they can write to the Chairman of the Governors at the school address and mark the envelope 'Admission Appeal'. The appeal will then be heard by an independent appeals panel under the direction of the Legal Service of Lincolnshire County Council. The decision of the independent appeal panel is binding on all parties.

Repeat appeals will not be considered in the same academic year unless there has been a significant change in circumstances.

Appendix A – Designated Transport Area (DTA)

