



KING EDWARD VI ACADEMY – ADMISSIONS POLICY FOR ACADEMIC YEAR 2025 - 2026

The David Ross Education Trust is the Admission Authority for this Academy.

Arrangements for applications for places in Year 7 at King Edward VI Academy will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements; parents resident in Lincolnshire can apply online at <https://www.lincolnshire.gov.uk/schools-and-education/school-admissions/>. Parents resident in other areas must apply through their home local authority. King Edward VI 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.

Key dates relating to applications are:

- Applications deadline for secondary school: **31 October**
- National Offer Day for secondary school - **1 March or the next working day**

Published Admission Number (PAN)

The Published Admission Number is 90. If there are more applicants than places available the over-subscription criteria detailed below will be applied.

Special Educational Needs

Any child with an Education, Health and Care Plan that names the academy will be admitted.

Children of UK service personnel (UK Armed Forces) and returning crown servants

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 school 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.

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

For late co-ordinated applications and midyear applications supported by the appropriate military documentation, the school will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The school 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 admissions committee has 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.

Oversubscription Criteria

If there are more applications than places available we will apply the oversubscription criteria listed below. The oversubscription criteria are listed in the order we apply them. If it is necessary to distinguish between more than one applicant in any criteria, the next criteria will be applied until the tie-breaker is used.

1. Looked after children and 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. (See definition 1)
2. Children with a sibling at the academy who will still be attending when the child is due to start. (see definition 3)
3. Children of all staff groups, where the member of staff has been employed at King Edward VI Academy on a permanent contract for two or more years at the time at which the application for admission to King Edward VI Academy is made or where the member of staff is recruited to fill a vacant post at King Edward VI Academy for which there is a demonstrable skill shortage.
4. The distance from the child's home address to the academy. Priority will be given to the child living nearest the academy. (see definition 4)

Tie-breaker

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.

Multiple Births and Brothers and Sisters in the Same Year Group

If twins or 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 too large and prejudice the education of the other children.

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

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 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. The Academy's admissions committee 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 head teacher

Fraudulent or Misleading Applications

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 was given 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.

Fair Access Protocol

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced, vulnerable children are offered a place at a suitable school as quickly as possible. The school will comply with Lincolnshire's Fair Access Protocol. This may mean admitting children above the PAN.

In year Admissions

Applications should be made via Lincolnshire County Council. 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.

Reserve list

For admission into the intake year the school will keep a waiting list which we call a reserve list. If we refuse a place at our school your child is automatically placed on the reserve list, unless you have been offered a higher preference school. This list is kept 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 admission authority must not take account of the time you have been on the list when allocating places. For the intake year the list is held by the Local Authority 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.

Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing. You are required to fill out an appeals form, details of which can be found on the Lincolnshire County Council website.

You can find details of the form and the appeals timetable on the following webpage:

<https://www.lincolnshire.gov.uk/schools-and-education/school-admissions/school-appeals/132843.article>

Sixth Form Admissions

The Sixth Form provision at King Edward VI Academy is delivered in partnership with Havelock Academy, Grimsby which is also part of the David Ross Education Trust. The Sixth Form is spread over the two school sites at Havelock Academy in Grimsby and King Edward VI Academy in Spilsby.

All students in the current Year 11 at each of the sites who meet the academic entry criteria may continue into the Sixth Form if they wish to do so.

Students with an Education, Health and Care Plan where King Edward VI Academy is named will be admitted to the Spilsby site (or Havelock Academy in the case of the Grimsby site).

Both internal and external pupils wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form.

Type of Course	Minimum Academic Entry Requirements
A Levels	5 Grade 4 - 9 GCSEs (or equivalent) including English and Maths Minimum GCSE grade 6 for A level study Minimum GCSE grade 7 for A level Maths and Physics study
Level 3 BTEC	5 Grade 4 – 9 GCSEs (or equivalent) including English and Maths

Published Admission Number (PAN) for the split site Sixth Form

The Published Admission Number for the L6 (Year 12) is 100.

There is capacity for 200 students in the sixth form, with 70 places in its L6 (Lower 6th) (Year 12) available at the Havelock Academy site, and 30 available at the King Edward VI Academy site in Spilsby. 10 places will be made available for external applicants. The remaining 90 places will be made available for Havelock Academy and King Edward VI Academy's own students progressing from year 11 and the academy will not admit additional external applicants to its sixth form unless undersubscribed by its own students.

The academy will apply the same academic entry requirements for external applicants and for students already on roll in the Academy. If a tie-break is necessary to determine who is admitted, it will apply the oversubscription criteria below.

External applicants should apply by following the procedure detailed on the website www.lincs2.co.uk

When there are more external applicants that satisfy any academic entry requirements than the number of post-16 places available and after the admission of pupils with Education, Health and Care Plans where Havelock Academy or King Edward VI Academy is named, the following criteria will be applied in the order set out:

1. Looked after children and 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.
2. Children with a sibling, including step-siblings resident at the same address, currently at either academy who will continue to do so on the date of admission.
3. Children of all staff groups, where the member of staff has been employed at Havelock Academy (or King Edward VI Academy for the Spilsby site) on a permanent contract for two or more years at the time at which the application for admission to Havelock Academy (or King Edward VI Academy for the Spilsby site) is made or where the member of staff is recruited to fill a vacant post at Havelock Academy (or King Edward VI Academy for the Spilsby site) for which there is a demonstrable skill shortage.
4. The distance from the child's home address to the requested Sixth Form site. Priority will be given to the child living nearest the site.

Tie-breaker

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.

Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing. You are required to fill out an appeals form, details of which can be found on the Lincolnshire County Council website.

You can find details of the form and the appeals timetable on the following webpage:

<https://www.lincolnshire.gov.uk/schools-and-education/school-admissions/school-appeals/132843.article>

Definitions

- 1) Looked after children and 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:

Looked after children: A 'looked after child' is a child who, at the time of making an application to a school, is:

- a) In the care of a local authority, or
- b) being provided with accommodation by a local authority in exercise of its social services functions (see the definition in Section 22(1) of the Children Act 1989).

Previously looked after children: Previously looked after children are children who were looked after, but ceased to be so because they:

- a) were adopted under the Adoption Act 1976 (see Section 12 adoption orders) or the Adoption and Children Act 2002 (see Section 46 adoption orders), or
- b) became subject to a child arrangements order (as defined in Section 8 of the Children Act 1989 and as amended by Section 12 of the Children and Families Act 2014), or
- c) became subject to a special guardianship order (see Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)).

Previously looked after children includes 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. 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.

- 2) **Sibling** means a brother or sister (including adoptive, half or step brothers and sisters and foster children) who will be attending the academy at the date of admission and is living permanently at the same address as the child. In the case of twins/multiple births (or two or more siblings in the same age cohort) and where there is only one place available in the academy, both will be considered together as one application. In such a case the academy will be authorised to exceed its admission number.
- 3) The definition of the **child's home address** is the permanent home address of the parent at the time of application. Proof of residence can be asked for at any time during the admissions process. Where a child regularly lives with one parent for part of a week and with the other parent for the rest of the week, the permanent address will be the address at which the child lives for the greater part of the school week,. If the child spends equal amounts of time at two addresses, the parents can choose which address to use for the application but must agree on the address to be used before we can process the application.

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 to the Post Office Address Point of the school.

Details of which school is the closest school to your home address can be found at:
<https://www.lincolnshire.gov.uk/directory/31/find-a-school>

Policy Determined: 7 February 2024