



SKEGNESS GRAMMAR SCHOOL – 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 Skegness Grammar School 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, 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.

Skegness Grammar School 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.

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 132. If there are more applicants than places available the over subscription criteria detailed below will be applied.

The school is a member of the consortium of Lincolnshire selective schools (LCGS) and will apply their selection tests and procedures in order to ascertain those students whose ability places them in the top 25% of the ability range described above (standardised score of 220 and above).

For children who are defined as in receipt of the Pupil Premium or Service Premium (or eligible at the time of registration for the 11 plus tests in the summer term of Year 5). This must be indicated on the 11 plus registration form. They will be eligible for a place upon achieving a standardised score of 210 and above.

Pupil Premium/Service Premium

Pupil Premium or Service Premium Definition: The pupil premium is additional funding given to state funded schools in England according to the number of pupils who have been:

- registered for free school meals (FSM) at any point in the last 6 years
- looked after by the local authority (in care) for one day or more
- those who have left local authority care through adoption, or via a Special Guardianship, Residence or Child Arrangements Order Free school meal eligibility for the purpose of attracting pupil premium funding is based on family income. It does not include all other children who are eligible to receive Universal Infant Free School Meals. The Service Premium is paid to schools for those children who:
 - have parent(s) who are currently serving in the UK regular armed forces;
 - have parent(s) who served in the UK regular armed forces at any time in the last three years;

- have parent(s) who died serving in the UK regular armed forces and are in receipt of a pension under the Armed Forces Compensation Scheme or War Pension Scheme

Application process

The common application form must be completed and returned to the local authority by the date given. Please note that all applications for a place at Skegness Grammar School must also complete 11-plus testing if they are to be considered.

Qualification in the schools 11-plus testing arrangements, however, does not, in itself, guarantee your child a place in the school, but will mean that your child is eligible for a place at the school. Places will be allocated to eligible children in accordance with the oversubscription criteria. Also, sitting the tests does not constitute an application. Information on testing is available from the school.

Special Educational Needs

In accordance with legislation the allocation of places for children with an Education, Health and Care Plan (Children and Families Act 2014) naming the school in the plan will take place first. Remaining places will be allocated in accordance with this policy.

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.

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) Eligible children with a sibling at the school who will still be attending when the child is due to start. (see Definition 2)
- 3) Eligible children whose address is within the school's designated area for free transport
- 4) Distance from home to the school with the child living closest receiving priority.

Tie-breaker

If two or more children are tied for the last place, the child scoring the highest will receive priority. If it is still not possible to distinguish between the applicants 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.

Definitions

1. **Looked after children:** A 'looked after child' is a child who, at the time of making an application to a school, is:
 - c) In the care of a local authority, or
 - d) 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).

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2. Sibling means a brother or sister (including adoptive, half or step brothers and sisters and foster children) who will be attending the school at the date of admission and is living permanently at the same address as the child.
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.

A map of the designated area for transport is available from the school and is published on the school website and The Consortium of Lincolnshire Grammar Schools website

<http://grammarschools.lincs.sch.uk/home/>

4. Distance Measurement: Proximity of a child's home in relation to the school, with those living nearest to the school being accorded the highest priority as measured by straight line distance electronically 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. We measure distance to three decimal places, e.g. 1.256 miles.

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>

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.

Twins or Multiple Birth children

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 school, all will be considered together as one application. In such a case the school will be authorised to exceed its admission number.

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.

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 waiting list. Skegness Grammar School will participate in Lincolnshire County Council's fair access protocol.

Admission outside normal age group

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Children should only be educated out of the normal age group in very limited circumstances.

If parents wish to seek a place for their child outside of the normal age group, they should submit a request in writing to the school as early as possible. The school's admissions committee will make a decision based on the

circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the head teacher of the school will also be taken into account.

Reserve Lists

For admission into the normal year of intake the school will keep a waiting list, which is called a reserve list. Students who are not successful in gaining a place at the school are automatically put on the reserve list unless they have been offered a place at a higher preference school/academy. The school will keep this list in the order of the oversubscription criteria. Names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. The school will retain this list until 31 December in the year of intake.

In-year admissions

Students are admitted to other year groups, if places are available, on the basis of successful completion of 12+, 13+ and other entrance tests. Further information can be obtained from Skegness Grammar School. Applicants will need to demonstrate their ability to benefit from a grammar school education.

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.

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 Lincolnshire County Council webpage:

<https://www.lincolnshire.gov.uk/school-admissions/appeal-school-place>

Sixth Form Admissions

The school welcomes applications for places into its Sixth Form. Provisional offers are made on the basis of predicted GCSE results. The published admission number for Year 12s joining us from another school is 25.

Students may be interviewed to discuss options of study and academic entry requirements for particular courses but this is not part of the formal decision making process. The entry requirements are six A*- C grade passes (or equivalent) (including Maths and English Language) at GCSE, four of which must be passed at grade B or above (or equivalent). The entry requirements are applicable to both students joining the school from another school and those who are currently on our roll. Please see our Sixth Form prospectus for individual subject requirements.

In the case of oversubscription from students from other schools who have achieved the required GCSE grades, students will be ranked according to their GCSE points score. In the event of a number of students having exactly the same score then the school will apply a tie-breaker based on the straight line distance (measured electronically by the LA between the post office address point of the home and the post office address point of the school), with the student living closest to the school being given priority.

The school will admit eligible students who have an education, health and care plan that names the school.

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 Lincolnshire County Council webpage:

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Policy Determined: 7 February 2024.