



# **SIR ROBERT PATTINSON ACADEMY**

## **ADMISSIONS POLICY**

**2025 - 2026 entry**

**Date Reviewed in School: July 2024**

# ADMISSIONS POLICY

Sir Robert Pattinson Academy is an equal opportunities education provider. In all aspects of educational provision, including admissions, there will be no discrimination on the basis of gender, race, colour, religion, creed, national origin, special needs or disability.

In accordance with legislation the allocation of places for children with the following will take place first; Statement of Special Educational Needs (Education Act 1996) or Education, Health and Care Plan (Children and Families Act 2014) where the school is named. Remaining places will be allocated in accordance with this policy.

By law the Trustees must consider parents \*7 who have named the school using the common application form or who have applied online before any other parents. The Academy are our own Admissions Authority and this policy relates to intake for September 2025. This policy was determined at our Full Board of Trustees meeting of 11 September 2023.

You may telephone 01522 882020 to discuss our admission arrangements. We hold an Autumn open evening for parents and pupils to meet our team, visit departments and speak to pupils, as well as an Open Week to see our Academy in operation during the day.

## **Year 6 to Year 7 applications are co-ordinated by the local authority.**

Arrangements for applications for places in Y7 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](http://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. The 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.

**Please consult their website ([School admissions – Lincolnshire County Council](#)) for details.**

Our website also contains a useful guide called 'Going to school in Lincolnshire' which may be accessed via [FINAL-Secondary-GTSIL-2025-2026.pdf \(srpa.co.uk\)](#)

## **ADMISSION POLICY**

The published admissions number is 252.

In the event of the number of applicants for the school exceeding 252, priority in the allocation of places are listed below in the order they are applied (if there are more applicants than places within a category, the next category will be applied until the tiebreaker is used).

1. EHCP
2. Children in care and previous children in care including all children adopted from care and 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
3. Students who have siblings\*3 who will still be attending the school when the

- child is due to start.
4. Children of staff at the school<sup>\*4</sup>
  5. Whether this is the nearest school to the child's address; this is calculated by Lincolnshire County Council school admissions team using straight line distance by measuring the straight line distance from the child's home address to all school admitting children in the relevant year group. Please visit the LCC website <https://www.lincolnshire.gov.uk/find-nearest-school> tool to determine the nearest school to your postcode. Measurements are calculated electronically from the Post Office address point of the home to the Post Office address point of the school to three decimal places, e.g. 1.256miles <sup>\*5</sup> school.
  6. To applicants living closest <sup>\*6</sup> to the school.

#### Notes

- \*2 A 'child in care' 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 children in care are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement 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 Act 2002 (see section 46 adoption orders). Child arrangement 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 arrangement 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).*
- \*3 Sibling is defined as a full brother or sister, whether living in the same household or not, or another child normally living for the majority of time in the same household for whom an adult in the household has parental responsibility as defined in the Children's Act 1989 or section 576 of the Education Act 1996.  
Sibling relates to pupils attending our main school as at the time of application for routine entry as entry to our sixth form would not be assured until results day.*
- \*4 Children of staff applies 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, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.*
- \*5 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 mid-way point between Sir Robert Pattinson and North Kesteven Academy. The Ordnance Survey grid reference for the midway point is 493998, 366420.*
- \*6 The closest address. Measurement are calculated electronically from the Post Office address point of the child's home address to the mid-way point between Sir Robert Pattinson and North Kesteven School by straight line distance. The Ordnance Survey grid reference for the midway point is 493998, 366420. We measure distance to three decimal places, e.g. 1.256 miles.*

*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.*

*The home address is considered as 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). Where a child lives normally during the school week with more than one parent at different addresses, the home address accepted 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 two 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 accept the address where the parent and child normally live for the majority of the school term time as the home address.*

*\*7 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.*

### **Children of UK service personnel**

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 the application 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 Governors will not refuse a service child a place 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 Academy for more details.

For late coordinated applications and midyear applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The Trustees 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.

### **Reserve list**

For admission into the intake year the Governors will keep a waiting list which we call a reserve list for Year 7 only.

If we have to refuse a place at our Academy 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 under the oversubscription criteria. The Trustees must not take account of the time you have been on the list.

For the intake year the list is kept by the Schools Admission Team until the end of August. After this the Academy will keep the reserve list until the end of the autumn term, 31<sup>st</sup> December.

Please note that the Academy maintain waiting lists for Year 7 only.

### **Multiple Birth children**

In the case of twins and where there is only one place available in the school, both will be considered together as one application. The school can go above its admission number by one. Siblings from a multiple birth – multiple birth children are split by operation of the oversubscription criteria, the school will accommodate all children unless this would make the class too large and prejudice the education of the other children.

### **Fair Access Protocol**

Please be aware that children who are allocated to a school/academy in accordance to the Local Authority Fair Access Protocol will take precedence over those on a waiting list. 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. SRPA participates in the Fair Access Protocol of Lincolnshire County Council. Details of which, and any questions should be referred to Lincolnshire County Council.

### **Appeals**

The procedure for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and entirely separate from the admission system. The decision of the independent appeal panel is binding on all parties. The Trustees will not consider a repeat application in the same academic year unless there has been a relevant change of circumstances. If it is necessary to refuse a place, you will be informed of your right of appeal and relevant deadlines by the Appeals Clerk to the panel. Please see our website and appeal timeline/admissions appeal form for further details. Please note, all appeals should be sent directly to the Academy at [admissions@srpa.co.uk](mailto:admissions@srpa.co.uk) and not Lincolnshire County Council.

### **In Year Admissions**

Applications are made on the Lincolnshire mid-year admissions form but applicants for places in Years 10-11 will need to be aware that Key Stage 4 qualification routes already started in other schools may not be able to be continued or contribute to successful outcomes from the school's examination board syllabuses.

To apply, please visit [Apply for a school – Before you apply - Lincolnshire County Council](#) or contact the Education Team on 01522 782030 or E-mail [Midyearadmissions@lincolnshire.gov.uk](mailto:Midyearadmissions@lincolnshire.gov.uk).

You should be aware that:

- Places available are only confirmed at the time of application. We therefore, are not able to confirm places available prior to an application.
- Places can only be held for a limited time, (maximum of six school weeks).
- When moving into an area, never assume that there will automatically be a place for your child in the nearest school or your preferred school. Equally, a query about space in advance does not guarantee a school place will be available. Upon receipt of a place being allocated, each student will be required to complete our pre-start testing to ensure the timetable provided matches their academic profile. Furthermore, all identification requirements will need to be satisfied. (Details from our reception).

The Schools Admissions Code makes it clear that there is no obligation to maintain reserve lists for in-year admissions and our Admissions Authority chooses not to.

### **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.

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 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 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 ADMISSIONS**

Sir Robert Pattinson Academy offers up to an additional 35 places to Year 12, in addition to students at Sir Robert Pattinson Academy who wish to stay on into the sixth form. All applicants must meet:

- The Academy's overall academic standards for admission to the sixth form.
- Any specific requirement for the particular subject which the Academy has determined.
- The criteria found in Appendix 1 of this document.

Upon receipt of a completed application form, all students will receive an options counselling appointment to discuss the suitability of choices made for their desired career aspirations.

### **Oversubscription Criteria for Sixth Form:**

In accordance with the 1996 Education Act, the allocation of places for Children with a statement of Special Education Needs or an Education, Health and Care Plan will take place first. Remaining places will be allocated in accordance with this policy. Priority will be given to children who are in the care of the local authority or had previously been in care, 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 child in the care of the local authority is provided with accommodation by them in accordance with section 22 of the Children's Act 1989, at the time of application. This includes any child that has previously been in care and who is now adopted or who is subject to a residence order or special guardianship order. 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.*

### **What are the entry requirements for Sixth Form?**

It is important that students check the subject specific requirements carefully, which can be found in appendix 1 of this document.

For entry onto a vocational or technical route, students need to have five grade 5s or at equivalent level 2 and meet requirements for the programmes of study.

Our appeals process detailed within, applies to sixth form application too.

### **Appendix 1: Entry Requirements**

The normal criteria for entry are:

- Passes of at least grade 5 in both English Language GCSE and Mathematics GCSE
- Consideration will be given to students who achieve a 5/4 in English and Mathematics where the course choices allow such flexibility.
- Passes in 5 GCSE subjects, or equivalent at grade 5-9 or equivalent
- Completion of all class work, home learning and set pre-reading/induction tasks/activities to a high standard for all subjects for intended study.

In addition, please see specific course entry requirements in the table below.

Where there is no additional requirement, the entry requirements for the Sixth Form apply.

All subjects running are subject to minimum numbers.

If you have studied the subject before, students must fulfil the following entry requirements:

Subject	Qualification	Grade Required	Notes
Art	GCE - A Level	6	
Biology	GCE - A Level	6 or 6,6	Additionally, a grade 6 or above in Mathematics is desirable to cope with the mathematical demands of this course.
Business	CTEC		A grade 5 GCSE if studied
Business	GCE – A Level	6	A grade 6 or level 2 merit is required if business has been studied
Chemistry	GCE - A Level	6 or 6,6	Additionally, a grade 6 or above in Mathematics is desirable to cope with the mathematical demands of this course.
Computer Science	GCE - A Level	6	GCSE Computer Science and/or strong GCSE Maths and Science at a grade 6 or above.
English Language	GCE - A Level	6	
English Literature	GCE – A Level	6	
EPQ	Extended Project Qualification		If students are progressing well with their level 3 studies at the end of the first half term EPQ will be offered.
French	GCE - A Level	6	
Geography	GCE - A Level	6	
History	GCE - A Level	6	Grade 6 in English language.
Mathematics	GCE - A Level	7 or above	
Mathematics - Further	GCE - A Level	8 or above	Can only be taken as a fourth subject.
Performing Arts	BTEC	5	Students are required to have a grade 4 GCSE in English Language or English Literature due to the extensive writing required.
Photography	GCE - A Level		Grade 6 in Art is required.
Product Design	GCE - A Level	5 or M2	Grade 5 in both GCSE English and GCSE Mathematics are required
Physics	GCE - A Level	6 or 6,6	Students are also required to study A-Level Mathematics in order to select this course.
Psychology	GCE - A Level	6	Grade 6 in Psychology (if studied) or Grade 6 in English, if not, Grade 5 in mathematics is required.
Sociology	GCE - A Level	6	Grade 6 in sociology (if studied), if not, Grade 6 in English.
Spanish	GCE - A Level	6 or above	
Sport (Single & Double)	CTEC	5 or merit	Grade 4 or above in English & mathematics