

# Admissions Policy

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Lime Trust 2024



## Policy: Admissions Policy

**Date of Policy: September 2024**

**Date of Renewal: September 2025**

## LIME Trust Vision & Values

*Putting Learners First* is our Trust vision.

We aim to create a nurturing and supportive learning environment for all, encouraging our learners to achieve academic excellence and reach their full potential. We set high expectations and build capacity-rich schools through facilitating school-to-school collaboration. The high challenge we put forward is met with equally high support from our team of education experts, so we continue to improve our children's lives and futures – especially for disadvantaged pupils.

Our values are based on R.E.S.P.E.C.T. which means we believe that:

**R**espect is built on unconditional positive regard for all learners, all employees, and our wider communities.

**E**quity enables everyone to be treated as individuals. It removes barriers, provides opportunity and celebrates difference.

**S**elf-worth creates a culture where all learners, all employees and our wider community have pride in their contributions and feel confident and valued.

**P**artnership is working together for the common good, ensuring that our learners are at the heart of all that we do.

**E**njoyment is feeling happy, safe and motivated to make a positive contribution.

**C**ommunication provides a voice for all, creating a shared understanding through dialogue.

**T**rust is a partnership which requires us to act with integrity. Be brave, honest and kind.



## Introduction

We pride ourselves on being an inclusive school, where we celebrate diversity and difference and acknowledge the richness that this brings to our school community. We aim to provide opportunities for all children to access a broad, balanced, and creative curriculum, regardless of age, attainment, ethnicity, language, or background. The Lime Trust is the admissions authority for the school. Lime Academy Larkwood will operate a transparent, fair admissions policy, fully consistent with the current statutory requirements of the School Admissions Code and the School Admission Appeals Code

## Admission number

The Academy has an Admissions number of pupils for entry in Reception. The Academy will accordingly admit up to pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 90 or fewer apply.

## Application process

### Applications for the normal point of entry for Reception Classes

Application for admission to Lime Academy Larkwood to enter the reception classes at the start of September should be made through the Waltham Forest Council coordinated admissions scheme. Details of how to apply can be found on the Waltham Forest Council website: <https://www.walthamforest.gov.uk/content/applying-primary-school-place>

Parents have the right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not guarantee a place at the Academy. Please visit the Waltham Forest Council website: <https://www.walthamforest.gov.uk/content/applying-primary-school-place> regarding the deadline for applications (for the following September).

If your child is attending a nursery school, a preschool or nursery class, it will not be considered when allocations are made. Attendance at any nursery class or preschool on a school site does not result in any priority for admission at that school. Parents/ Carers whose children are attending nursery classes attached to primary schools must still apply for a place in Reception.

Places will be offered on National Offer Day. Please visit the Waltham Forest council website: <https://www.walthamforest.gov.uk/content/applying-primary-school-place> for more details and the date of the National Offer Day. Where it is not possible to offer a place, the right of appeal will be offered. (52-

### Applications for children in Year 1 to 6

Admission to the academy for all other year groups (excluding the new Reception intake) and in-year admissions are done by the Academy. Applications can be made by visiting the Academy to complete an application form. Full details can be found on the Lime Academy Larkwood website under the admissions section <http://limeacademylarkwood.org/academy-information/admissions> . Any school place offer from Lime Academy Larkwood will be open for one week, after this date it will be offered to the next person on the waiting list, unless the academy is advised of an exceptional circumstance.

The council operates a fair access protocol for those children whose applications cannot be dealt with as part of the normal admissions process. The purpose of the fair access protocols is to ensure that outside the normal admissions round- unplaced children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to a minimum. More information on this can be found here <https://thehub-beta.walthamforest.gov.uk/fair-access-panel>

## Over subscription criteria

Oversubscription criteria apply if there are more applications than places available in the normal reception round. If the school is oversubscribed, after the admission of pupils with an Education or Health Care Plan where the school is named in on the Plan, priority for admissions will be given to those children who meet the criteria set out below, in order:



- **Priority 1: Looked-After children and Children at Risk**  
A looked after child is a child who is or was a) in the care of the Local Authority, or b) being provided with accommodation by a Local Authority in accordance with section 22 (10) of the Children Act 1989. A child 'at risk' is a child who is subject to a Child Protection Plan or under consideration for inclusion on the register, as advised by Waltham Forest Council's Child Protection Officer.
- **Priority 2: Medical or Social Reasons**  
Applications will only be considered under this category if they are supported by a written statement in English from a doctor, social worker, psychologist or other relevant independent professional. The information must conform to the exceptional medical or social reasons and the statement must demonstrate how Lime Academy Larkwood is the only school that can meet the defined needs of the child. In all cases the medical or social need must be permanent or long term. For medical conditions, Lime Academy Larkwood must be the closest school to the child's address for consideration to be given on mobility grounds.
- **Priority 3: Children of staff at Lime Academy Larkwood**  
This priority is only given to children who are under the care of a staff member who works at the identified school.
- **Priority 4: Siblings**  
A sibling is defined as:
  - A full brother or sister
  - A half brother or sister
  - A stepbrother or sister
  - A foster brother or sister
  - The child of a parent or carer's partner living at the same address

In all cases the sibling must be living at the same address and must still attend the school at the time of admission of the child for whom the application is being made. If you do not provide the name and date of birth of your child's sibling we will not be able to take it into account and it will affect your child's chances of being offered a place at that school.
- **Priority 5: Distance from school**  
Distance will be measured from the child's permanent address to the main gate of the school using the walking route on AA route planner. Children who live the closest to school will be given priority over those who do not.

If more than one applicant lives in a multi-occupancy building (for example, flats) priority will be given to the applicant whose door number is the lowest numerically and/ or alphabetically. Where two or more applications (who are not from multiple births) are found to live the same distance from the school, a lottery tiebreak draw will take place with the assistance of a third impartial party.

#### Provision of evidence

After an offer has been made of a place at the Academy, Lime Academy Larkwood requires proof of residence of the permanent home of the child to confirm the place. This must be official correspondence addressed to the applicants showing residence, such as a council tax document, child's medical card, a gas or electricity bill or similar. Confirmation of date of birth of the child will also be required: this can be a medical card, birth certificate or passport. It is important that the admissions system is fair for everyone. If it is found that false information has been provided and a place has been obtained because of this, the place offered is likely to be withdrawn. Parents/carers will still have the right of appeal if the place is withdrawn.



### Waiting lists

Lime Academy Larkwood will operate a waiting list for each year group. In any year group when Lime Academy Larkwood receives more applications than there are spaces available then places will be determined by making pupils in accordance with the over subscription criteria. The waiting lists will be maintained by the academy and it will be open to parents to ask if their child's name has been placed on the waiting list.

At the end of the academic year, the Parents/ Carers of children on the waiting list will be contacted to see if they still wish to remain on the waiting list for a place for the next academic year. Parents/Carers will be given a 20-working day deadline to respond to the communication sent from the Academy. If there is no response after this time, the child's name will be removed from the waiting list.

The child's position on the waiting list will be determined solely in accordance with the oversubscription criteria, as detailed above. Where places become vacant, they will be allocated according to the waiting list

### Deferment of entry

Children are entitled to a full-time place in the September following their fourth birthday. Parents can defer the date their child is admitted to the Academy until later in the school year but not beyond the point at which they reach compulsory school age, and not beyond the beginning of the final term of the school year for which an offer was made. Deferred entry cannot be until the next academic year. Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March, and 31 August.)

### Admission of children outside their normal age group

Parents of a summer born child (1 April to 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. The Academy will consider such requests on a case by case basis. Parents should apply in the usual way in the year when their child would be expected to start school and then request to defer entry to the following year. Following receipt of the Academy's decision, parents should apply again the following year providing the evidence that deferral was agreed. There is no guarantee of a place in the following year; this is subject to the usual over subscription criteria. Parents may request that Page 5 of 6 their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group. The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1)
- 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; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Academy will consider each case on its merits, considering the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.



## Appeals

In the event of a place not being allocated, parents will have the right to appeal to an independent appeal panel. The arrangements for appeals in line with the School Admissions Code and the School Admissions Appeals code published by the Department for Education. The determination of the appeals panel will be made in accordance with School Admissions Appeal Code and the decision will be binding on all parties.

Lime Academy Larkwood uses Waltham Forest Council to manage its own appeals who will prepare guidance for parents and relevant children about how the appeals process will work and named contact who can answer any enquires parents may have about the process. Appeals forms are available through the Waltham Forest Council Website.

Lime Academy Larkwood will follow the dates and timeline for school admissions appeals as set out on the Waltham Forest Council Website. <https://www.walthamforest.gov.uk/content/schools-admissions-appeals>

## Review

This policy will be reviewed annually with the admission arrangements considering any changed circumstances in our schools or the local area.

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