CONSULTATION

Admission arrangements for North Kesteven Academy

Admissions from September 2028

North Kesteven Academy is consulting on changes to its admission arrangements for September 2028. The School Admissions Code requires all admission authorities to consult on school admission arrangements every seven years, even if no changes are proposed. The Trust last consulted on the admission arrangements of the Academy in the autumn of 2019, and is thus consulting again in the autumn of 2026.

The Trust proposes the following change, which is included in the proposed arrangements below:

- a revision to the published admission number (PAN) for the relevant year group in the school year 2028/29 and, subject to any changes approved or required by the Secretary of State, for subsequent years

The revision to the PAN is designed to take into account recent demographic and population shifts in the area of North Hykeham in which the academy operates. In the future, the change will further support and enhance the efficient and effective provision of education to each cohort in the school.

The consultation period starts on 4th November 2026 and lasts for six weeks. Please email any comments to enquiries@nkacademy.co.uk; or send them by post to Mrs R Goldsworthy, Clerk to Governors, North Kesteven Academy, Moor Lane, North Hykeham, Lincoln LN6 9AG. The closing date for receipt of responses is 4pm on Wednesday 16th December 2026.

No other changes are proposed to the admission arrangements for North Kesteven Academy for September 2028.

1.Aims

This policy aims to:

- Explain how to apply for a place at the Academy;
- Set out the Academy's arrangements for allocating places to the pupils who apply;
- Explain how to appeal against a decision not to offer your child a place.

NK Academy is an equal opportunities education provider. In all aspects of educational provision, including admissions, there will be no discrimination based on protected characteristics e.g. religion or gender. 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.

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code;
- School Admission Appeals Code.

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

As an academy, North Kesteven Academy is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

3. How to apply

The Academy is an 11 to 18 Comprehensive Academy. Students will be admitted at age 11, without reference to ability. **The published admissions number is 180.**

This policy has been drawn up by the Governing Body.

The North Kesteven Academy Governing Body is the admissions authority. All decisions about admissions, including this policy, are determined by the Governing Body.

3.1 Process of application for the normal intake year

Arrangements for applications for places (in Year 7) at North Kesteven Academy will be made in accordance with Lincolnshire County Council's coordinated 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 hard copy application form, by telephoning 01522 782030.

Parents/Carers resident in other areas must apply through their home local authority. North Kesteven Academy 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 (2021).

3.2 In year admissions are dealt with in accordance with the in-year section below:

The governors acknowledge their statutory duties regarding the admission of students with a statement of special educational needs. By law, the governors must consider parents who have named the Academy using the common application form or who have applied online, before any other parents.

The governors accept admissions into other year groups if there are places.

Applications should be made using the online system at Lincolnshire County Council https://www.lincolnshire.gov.uk/school-admissions/apply-school/3.

If there are more applications than there are places, then the oversubscription criteria will be used to decide who should be offered the place. If there are no places, you will be told of the independent appeal system.

4.Allocation of places

4.1 Education Health Care Plans

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 on the plan will take place first. Remaining places will be allocated in accordance with this policy.

4.2 Oversubscription criteria

If there are more applicants than there are places in the Academy, the governors will apply the oversubscription criteria in the order listed below until it is necessary to apply the tiebreaker:

1. Children in public care*1. Looked After Children and 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. Students who have siblings*2 who will still be attending the Academy when the applicant is due to start
3. To applicants for whom North Kesteven Academy is the nearest school *3
4. Other children

Tiebreaker

If it is not possible to distinguish between one or more applicants within an admissions criterion, places will be allocated to those living nearest the school first measured by straight line distance as outlined below. If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place, then a lottery will be drawn by an independent person, not employed by the school or working in the local authority children's services directorate.

4.3 Reserve list

For admission into the intake year the admission authority for North Kesteven Academy will operate a reserve list, for Year 7 only. In the normal admissions round. 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 keeps this list until the end of the school year.

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).

4.4 Fair Access Panel

Please be aware that children who are allocated to a school/academy in accordance with 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. NK Academy participates in the Fair Access Protocol of Lincolnshire County Council. Details of which, and any questions should be referred to Lincolnshire County Council.

5. Appeals

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 North Kesteven Academy website.

6.Request for admission of children outside their normal age group

Parents/carers 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/carers wishing to make these requests must contact their home local authority for guidance on the procedure to follow.

It is important for parents/carers to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

North Kesteven 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/carer'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 Headteacher.

Parents/carers have the statutory right to appeal against the refusal of a place at North Kesteven Academy for which they have applied. This right does not apply if they are offered a place at the Academy but not in their chosen preferred year group.

7.Children of UK service personnel (UK Armed Forces)

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 Academy'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 solely because the family does not have an intended address or does not yet currently 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 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 school's Governors 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. This is because we must only allocate places based on the criteria and must not admit a Services child ahead of another child with higher priority under the 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.

We allocate a place as soon as possible by applying the policies and practices that we normally follow.

8.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.

9. Sixth Form Admissions

North Kesteven Academy offers at least 30 places to Year 12 to external applicants, in addition to students at North Kesteven 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 and
- Any specific requirement for the particular subject which the Academy has determined and can be found in Appendix 1 of this document.

The right of appeal may be exercised by the parent/carer or the student.

EHCP and Oversubscription criteria are applicable to Sixth Form applications. The criteria are as stated already within this document. Upon receipt of a completed application form, all students will receive an options discussion appointment to discuss the suitability of choices made for their desired career aspirations.

9.1 What are the entry requirements for Sixth Form?

It is important that students check the subject specific requirements carefully. These are available on request for individual courses prior to an application being made.

10.Definitions and Notes

***1**. Looked After Children and 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. 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 looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements 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's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements 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** 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 Act 1989 or section 576 of the Education Act 1996. In the case of twins or multiple births 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. For example, if siblings 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.

***3** This applies when the school is the nearest state funded, non-selective, mainstream school to the child's address admitting children to the relevant year group; this is calculated by Lincolnshire County Council school admissions team using straight line distance to three decimal places e.g.1.234 miles

***4** 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. 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

***5** 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 with a parent, 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.

11. Appeals timetable

If you are unsuccessful in being offered a place at North Kesteven Academy on the National Offer Day in Spring 2027 you have the right to appeal against this decision to an independent appeals panel.

How to lodge an appeal
Please appeal online using the local authority website by the deadline stated on the website.

https://www.lincolnshire.gov.uk/school-admissions/appeal-school-place/2.

Appeals received after the deadline will be heard within 40 school days of the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged.