ADMISSIONS POLICY FOR ACADEMIC YEAR 2027 - 2028

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

This policy was determined by the Trust Board on 12 February 2026.

1. Applying for a place at the academy in the normal admissions round

Admissions arrangements will be in line with the existing Schools Admissions Code , the Schools Admissions Appeals Code and the Admissions Law as it applies to maintained schools and academies.

The normal admissions round is the period during which parents/carers can apply for state-funded school places at the academy's normal point of entry which is **Year 7.**

Parents/Carers of children living in Lincolnshire should complete Lincolnshire County Council's (local authority) Common Application Form (CAF)1 and submit this directly to the local authority by the deadline, **31 October 2026.** : https://www.lincolnshire.gov.uk/schools-and-education/school-admissions/

For paper forms and enquiries: By phone: 01522 782030,

By email: schooladmissions@lincolnshire.gov.uk

Parents/carers of children who do not live in Lincolnshire should use the application form provided by their home local authority, regardless of which local authority their preferred schools are in.

All parents/carers who submit an on-time application (i.e. by midnight on 31 October) will receive an offer of a school place directly from their local authority on National Offer Day (1 March or the next working day). The academy will not contact parents/carer about the outcome of their application until the offer from the local authority has been sent.

Late applications will not be considered until after National Offer Day in rounds of reallocations as per the LA's co-ordinated scheme.

The academy 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.

2. Number of Places (Published Admissions Number or PAN)

The academy has a PAN of **132** for admission to Year 7.

All applications for a place at Skegness Grammar School must also complete 11-plus testing if they are to be considered. Sitting the test alone does not constitute an application. See section 0 of this policy.

Places will first be allocated to children who have an Education, Health and Care (EHC) Plan that names the academy as appropriate provision.

The admission process for children with an EHCP differs slightly due to the legality of the plan. A parent/carer can express a preference for a secondary school during their Year 5 or Year 6 annual review. The local authority case worker will then enter into consultation with the families preferred setting to look at whether the setting is suitable given the child's needs, age, ability and aptitude; and whether the child's attendance would be incompatible with the provision of efficient education. The secondary educational setting will provide evidence to the local authority on these issues. As a selective grammar school, if the consultation takes place before the 11+ entry exam is taken, the consultation response will carry a caveat that confirmation of academic appropriateness will be confirmed once 11+ data is available. Parents/Carers are unable to appeal through the standard appeals process. Parents/Carers must seek advice from their local authority case worker. Any questions regarding this or for SEND support please contact the SGS school SENDCo - sendco@skegnessgrammar.co.uk

If less applications are received than the number of places available, all children will be offered a place subject to 11+ testing.

3. Oversubscription Criteria

When there are more applications for places than there are places available and after the admission of children with an Education, Health and Care Plan (EHCP) naming the school, priority will be given in the following order:

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 definitions a) and b).

2) Children with a sibling on roll at the time of admission. See definition c)

3) Eligible children whose address is within the academy's designated area for free transport.

4) The child living closest to the school. Straight line distance as calculated electronically to three figures after the decimal point (eg 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.

5) Other children.

4. Allocation to PAN

If there are more applications than places available we will apply the oversubscription criteria listed above. 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.

If two or more children are tied for the last place, the child scoring the highest will receive priority.

5. Tie-breaker

If two or more applications cannot otherwise be separated and there is only one place available, random allocation will be used to determine who should be allocated the place. This process will be supervised by someone independent of the academy and Trust.

6. **11-Plus testing arrangements**

The academy 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 (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.

All applications for a place at Skegness Grammar School must also complete 11-plus testing if they are to be considered. Sitting the test alone does not constitute an application.

Qualification in the schools 11-plus testing arrangements, however, does not guarantee a place in the academy, but will mean that they are eligible for a place at the academy. Places will be allocated to eligible children in accordance with the oversubscription criteria as outlined in section 3 of this policy.

Information on testing can be found on the academy's website link:
https://www.skegnessgrammar.co.uk/11-plus/

7. Waiting List

Following an unsuccessful application, parents/carers can request that their child's name be placed on the waiting list.

Waiting lists are held for Year 7 by the local authority and each added child will require the list to be ranked again in line with the academy's published oversubscription criteria. Priority will not be given to children based on the date their application was received, or their name was added to the list.

Waiting lists will be held until 31 December. A new application will be required for a new academic year.

8. Requests for admission outside the 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.

i. General requests for admission outside the normal age group

Parents/carers wishing to seek a place for their child out of their normal age group at the academy for any other year group than Year 7, or for Year 7 after the start of the new school year in September, must put their request in writing to the academy in the first instance, giving some information about their child and explaining why they would like to apply for a place out of the normal age group. Parents/carers should also indicate in their request whether the child has been educated out of their normal age group at the current/previous school.

The academy will pass the request to the Trust's Admissions Committee who will then consider the request and make a decision on the appropriate year group for the child on the basis of the circumstances of each case and in the best interests of the child concerned.

The Trust's Admissions Committee will then respond to parents/carers in writing, letting them know the reasons for their decision about the year group the child should be admitted to. Once the year group has been agreed, an application for that year group can be processed.

Parents/carers do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

9. Late Applications

Late applications are any common application forms (for the normal point of entry) received by the local authority after the statutory closing date of 31 October. Late applicants will not receive an offer of a place by the local authority on National Offer Day (1 March or the next working day).

Late applications will be processed after National Offer Day in subsequent rounds of allocations between April and July (for more details, refer to the local authority's timescales in their co-ordinated scheme on their website).

10. In-Year Admissions (applications outside of the normal admission round)

Applications for admission to the academy other than in September are known as applications made 'outside the normal admission round' or 'in-year admission'. Applications for in-year admissions are accepted and will be processed on a case-by-case basis on the basis of successful completion of 12+, 13+ and other entrance tests. Applicants will need to demonstrate their ability to benefit from a grammar school education.

Please email enquiries@skegnessgrammar.co.uk to find out more.

The local authority co-ordinates the academy's in-year admissions, and any application for an in-year admission will need to be made through the local authority. In-year admissions forms can be obtained from the local authority at https://www.lincolnshire.gov.uk/school-admissions/apply-move-school

Where there are more applications than available places in the year group, the academy will prioritise applications by using the oversubscription criteria referenced in section 3 of this policy.

11. Multiple Births and Brothers and Sisters in the Same Year Group

In the case of twins or other siblings from a multiple birth, if the last child to be admitted is from a multiple birth group, the other children in the group will also be offered places, even if it means exceeding the Published Admission number.

In the case of siblings (see definition c) in the same year group, where there is only one place remaining, places will be allocated over the published admission number to accommodate all siblings unless this would make the class too large and prejudice the education of the other children.

12. 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 admissions team 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 academy 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 academy for more details.

For late co-ordinated applications and midyear applications supported by the appropriate military documentation, the academy will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The academy 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, the parent/carer will be informed of their right of appeal.

13. Sixth Form Admissions

PAN for Year 12 is 25 students joining from another school, with the remainder moving from Year 11 in the academy if they meet the academic entry 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 academy 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 academy), with the student living closest to the academy being given priority.

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

Sixth Form Entry Requirements

The entry requirements are six 5 -9 grade passes (or equivalent) (including Maths and English Language) at GCSE, four of which must be passed at grade 6 or above (or equivalent). The entry requirements are applicable to both students joining the academy from another school and those who are currently on our roll. Please see the Sixth Form prospectus for individual subject requirements.

The academy's policy is to ensure that all students accepted into the sixth form are placed on appropriate courses where they are likely to succeed. For this reason, all students are required to attend a meeting with a member of the Sixth Form Team to discuss the most suitable courses of study based on their expected GCSE results.

The prospectus, application process timetable and application form for sixth form entry can be found at: https://www.skegnessgrammar.co.uk/Sixth-Form/.

14. Unsuccessful Applications (Appeals)

If a parent/carer's application for a place at the school is unsuccessful, they will be informed why admission was refused and have the right of appeal against the decision not to offer their child a place at the academy.

Parents/carers should submit their appeal in writing, giving their reasons for appeal, via the online appeal form on the local authority's website: https://www.lincolnshire.gov.uk/school-admissions/appeal-school-place

Deadlines for appeals from the normal admissions round will be published by the local authority by 28 February in line with the timescales outlined in the School Admission Appeals Code (2022). Appeals submitted after this deadline will still be heard, but there is no guarantee they will be heard before the start of the new term in September.

For appeals against decisions not to offer a place at an academy resulting from an in-year application, the appeal must be submitted before the end of the academic year for which the application was submitted.

15. Fraudulent or Misleading Applications

The Trust reserves the right to check any address and other information provided so the oversubscription criteria can be applied accurately and fairly. As an admission authority the Trust has the right to investigate any concerns about an application and to withdraw the offer of a place if it is considered that there is evidence that a fraudulent claim has been made or misleading information has been provided, for example if a false address was given which denied a place to a child with a stronger claim.

16. Fair Access Protocol

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. The academy will participate in the local authority's the fair access protocol.

17. Definitions

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

i. In the care of a local authority, or
ii. 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).

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

i. 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
ii. 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
iii. 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.

c) **Siblings:** A sibling is defined as a child's brother or sister. A sibling must be living at the same permanent address and as part of the same family unit (one or two parents plus children) to qualify under this criterion. For School Admissions purposes, the term sibling includes:

1) half-brothers and half-sisters

2) step-brothers and step-sisters

3) adopted children

4) children in foster care

5) children living in the same family unit, even if they are not biological brothers and sisters – for example when the parents are not married or in a civil relationship.

d) **Home Address:** When we refer to a child's home address, we mean the address at which the child normally resides with their parent/carer at the time of application.

When parents live separately and the child spends time with each parent, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive). If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address.