

THE PRIORY FEDERATION OF ACADEMIES

ADMISSION POLICY 2025

This document applies to the Priory Federation of Academies Trust and its academies. For the admission arrangements for an individual academy, please refer to the website of that academy.

APPLICATION

1 This policy applies to the Priory Federation of Academies Trust (“the Trust”) and the academies forming the Priory Federation of Academies, for which the Trust is the admission authority. These are:

Priory City of Lincoln Academy
Priory Academy LSST
Priory Witham Academy
Priory Ruskin Academy
Ling Moor Primary Academy
Priory Pembroke Academy
Priory Belvoir Academy
Heighington Millfield Primary Academy
Huntingtower Primary Academy
Waddington Redwood Primary Academy
Cherry Willingham Primary Academy

2 The policy also applies to any academies that join the Priory Federation of Academies after the determination of this policy.

3 The policy does not apply to Willoughby Academy or to any other special academy that joins the trust after determination. This is because admissions to all special schools and special academies are managed through local authorities.

4 As admission authority, the Trust will meet the requirements of Annex 1 to the supplemental funding agreement for each academy (*Requirements for the admission of pupils to each academy*), including adherence to the School Admissions Code and the School Admission Appeals Code currently in force.

5 The Trust determined the admissions policy on 11 December 2023. The policy includes the admission arrangements for each of the Federation’s Academies, which are set out and determined individually.

PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

6 The Trust will consult annually on the admissions arrangements in each academy in the Federation, unless the following conditions are met in respect of an academy:

- a) the Trust consulted on the admission arrangements for that academy in at least one of the previous six years; and
- b) there have been no changes, or proposed changes, in the admissions arrangements in that academy since the last consultation.

7 The Trust will consult with the following parties on the academy's proposed admission arrangements for a minimum of six weeks between 1 October and 31 January in the Determination Year:

- a) parents and carers of children between the ages of two and eighteen living in the relevant area for consultation;
- b) other persons or community groups in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;
- c) the local authority;
- d) all other admission authorities within the relevant area; and
- e) any adjoining neighbouring local authorities where the admission authority is the local authority.

8 Such consultation shall meet the requirements of the School Admissions Code and relevant admissions legislation currently in force at the time of consultation.

Determination of admission arrangements

9 The Trust will determine the admission arrangements for each academy in the Federation annually, including in years when consultation is not required.

10 The Trust will consider comments made by those consulted in accordance with paragraph 6, including any requests to amend the proposed admissions number, before determining the admissions arrangements for the academy.

11 The Trust will determine the admission arrangements for each academy annually by 28 February of the Determination Year and notify those consulted in accordance with paragraph 6 what has been determined within 14 days of that decision being made.

Representations about admission arrangements

12 Where the Trust has determined the admission arrangements for any of its academies and notified all relevant consultees listed in paragraph 6, if any of those bodies object to an academy's admission arrangements, including the proposed admissions

number, they can make representations to the Schools Adjudicator. Any representations must be made by 15 May in the Determination Year.

Publication of admission arrangements

13 The Trust shall in each Determination Year publish the academy's agreed admission arrangements by publishing them on the website of the relevant academy by 15 March.

14 The Trust will send a copy of the full, determined arrangements for each academy to the relevant local authority as soon as possible after determination and before 15 March in the Determination Year.

15 The Trust will publish a copy of the Trust's admission policy and the determined arrangements for each academy on the website of the relevant academy for the following years:

- a) the arrangements that apply to the current school year, and keep them available until the end of the school year
- b) the arrangements that apply to the subsequent school year, and make them available during the whole of the offer year (the academic year in which offers for places are made)
- c) the arrangements that have been determined for the next school year after that, and keep them available for the whole of the determination year (the academic year in which the arrangements are determined).

16 Copies will be made available, without charge, on request from the relevant academy.

17 Alongside the published admission arrangements, each academy will publish annually the numbers of places and applications for those places in the previous year.