

**JOHN SPENDLUFFE
TECHNOLOGY
COLLEGE**



**ADMISSIONS POLICY
2026/2027**

JOHN SPENDLUFFE TECHNOLOGY COLLEGE

ADMISSIONS POLICY

John Spendluffe Foundation Technology College is the admissions authority. The decision on who to admit is made by its Governing Body.

The Governing Body wishes to make it clear that it welcomes applications from students regardless of aptitude or ability. The published admission number for Year 7 is 125.

Process of application

Arrangements for applications for places in Y7 at John Spendluffe Technology College 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, 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. John Spendluffe Technology College 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.

Key dates are:

- a) September/October – John Spendluffe Technology College will provide opportunities for parents and students to visit the school via Open mornings and an Opening Evening, alternatively, families can visit by appointment at any time during school hours and term time.
- b) By 31 October – CAF (Common Application Form) to be completed and returned to the relevant local authority to administer.
- c) 1 March - offers made to parents of pupils joining secondary provision.

In accordance with legislation the allocation of places for children with the following will take place first before the allocation of other places as part of the annual admissions process; for children with an Education, Health and Care Plan (Children and Families Act 2014). Remaining places will be allocated in accordance with this policy.

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.

Tie-breaker: 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 the Children's Service Directorate at the local authority.

1. Looked after 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 Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.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. There is a sibling who will still be attending the school when the child is due to start. By sibling we mean:
 - A full brother or full sister, whether or not living in the same household.
 - Another child normally living for the majority of term 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 and where there is only one place available in the College, both will be treated as one application. The College will go above its admission number by one.
3. A student whose parent(s) is presently employed at John Spendluffe Technology College or is/are recruited to fill a vacant post for which there is a demonstrable skill shortage. This does not include third party contracted persons (building contractors, external services etc).
4. Distance of home from college. JSTC follow the nearest school guidance which can be found via www.lincolnshire.gov.uk . Search for "Find a School". This will be measured as 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 from the Post Office Address Point of the home to the Post Office Address Point of the school.

The child's home address is the address where they live for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for the child.

It could include a child's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.

Where your child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be that of the parent who lives closest, as measured by straight line distance.

If you have more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time.

5. If any of the oversubscription criteria have too many applicants then the tie-break will be distance described in 4 above. The child living closer to the school will be offered the place. In the event that this is the same for two or more children it will be decided by random allocation.
6. Reserve list

For admission into the intake year only i.e. Year 7, the governors will keep a waiting list up until December 31st, which we call a reserve list. If we have to refuse a place at our school 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 governors 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 school admissions code requires that schools keep the reserve list until the end of the autumn term.

7. Appeals

The procedures for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and organised by the County Council Legal Services Section and entirely separate from the admission system. The decision of the appeal panel is binding on all parties.

You should send your appeal to the school by the end of March and your papers will be passed onto the Legal Services Section

8. Mid-year admissions

The governors will accept admissions into other year groups if there are places. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If there are no places then you will be told of the independent appeal system.

9. Fair Access

The government has stated that all Local Authorities must have a Fair Access agreement that allows hard to place children, for example those that have been permanently excluded, to be given a place before any oversubscription criteria are applied and before anyone is considered from the reserve list. Such children are shared out to make sure no one school has to take too many of these children. John Spendluffe Technology College will participate in the Lincolnshire County Council fair access protocol.

10. Fraudulent applications

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 a false address was given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

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

The School Admission Code states that admission authorities must ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. The following statement seeks to do this without offering service personnel an advantage in the admission arrangements. It will help the majority of service personnel but there may be circumstances where schools cannot admit because of organisational or curriculum difficulties.

For late intake applications and mid year applications we will aim to remove any disadvantage to UK service personnel by applying the school's oversubscription criteria. We will check to see if the address is within the distance of the last child admitted in the last admission round that was oversubscribed on offer day. If the address is within the distance the governors will consider admitting providing all children in public care and siblings have already been admitted. This will be irrespective of the fact that the school has had appeals heard or appeals currently being scheduled.

It maybe that we still cannot admit because of organisational difficulties within the school, if this is the case we will inform the Local Authority and ask them to consider your second and third preferences.

For families of 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 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 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 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.
- 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.

12 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.

John Spendluffe will make decisions on the basis of the circumstances of each case.

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 headteacher

POLICY DOCUMENTS

The following policy document was presented to the Governing Body of John Spendluffe Technology College and approved and adopted by them on the date stated.

Policy: Admissions 2026-2027

Signed as approved on behalf of the Governing Body

A handwritten signature in black ink, appearing to be 'S Curtis', written in a cursive style.

Mr S Curtis, Headteacher

Date: