



## **ADMISSIONS POLICY**

### **ARRANGEMENTS FOR THE ADMISSION OF PUPILS TO WALTHAM GATEWAY ACADEMY**

**2025 - 2026**

**Consultation Date: December 2023**  
**Determination Date: February 2024**  
**Next Consultation Date: November 2030**

**Policy Version Date: November 2023**

## **(1) REQUIREMENTS FOR THE ADMISSION OF PUPILS TO WALTHAM GATEWAY ACADEMY**

### **General**

This annex may be amended in writing at any time by agreement between the Secretary of State and the Company.

## **(2) ARRANGEMENTS FOR THE ADMISSIONS OF PUPILS TO WALTHAM GATEWAY ACADEMY**

The published admission number (PAN) for 2025 - 2026 is: Reception – 15.

As a constituent academy within the Multi Academy Trust, Waltham Gateway insists on the highest standards of behaviour and diligence. Governors expect full compliance with the dress code.

Waltham Gateway, as a non-selective and inclusive Academy, welcomes children regardless of their aptitude or ability. The Board of the Multi Academy Trust is the Admissions Authority with the Local Governing Body responsible for the administration of the admission arrangements. The Board remains responsible for any appeals.

If the number of applications for places at the Academy is greater than the admission number set for that year group, applications will be considered against the criteria set out below. After the admission of children with Education Health Care Plan (EHCP), where the Academy is recorded in the Plan, we will use the following factors, in priority order, to decide which students will be given places:

- 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 Children with brothers or sisters who are already at the Academy
- 3 Children whose main residence is within the catchment area as set by North East Lincolnshire County Council. Addresses are identified in Appendix A.
- 4 Children of staff employed by the Waltham Gateway Academy.
- 5 Proximity to the Academy.

Criterion 5 may be used as a tie-breaker.

### **Tie-breaker**

Distance will be used as a tie-breaker if any of the categories are oversubscribed are there are not sufficient places available. If two or more children are tied for the last place based on proximity to the Academy, a lottery will be drawn by an independent person, not employed by the Academy or working in Children's Service Directorate at the local authority.

## **Definitions of terms used in the admission arrangements**

### **Notes: Children who have Educational Health Care Plan and where the Academy is recorded in the Education Health Care Plan (EHCP)**

These children will have undergone a statutory assessment of their special educational needs. Where an Academy is recorded in the EHCP, the Academy must admit the child.

#### **1 Looked after children**

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 Siblings**

Included in this factor are biological siblings, stepbrothers and sisters, half-brothers and sisters and foster brothers and sisters living at the same address and who will be attending the Academy at the expected time of admission.

#### **Twins and other Siblings from a Multiple Birth**

If twins or multiple birth children are split by operation of the oversubscription criteria, the Academy will accommodate all children unless this would make the class too large and prejudice the education of the other children. Multiple birth children are 'excepted pupils' to infant class limits if allocated in this way.

#### **Siblings in the Same Year Group**

If brothers and sisters in the same year group are split by operation of the oversubscription criteria, the Academy will accommodate all children unless this would make the class too large and prejudice the education of the other children or when this would breach infant class size limits.

### **3 Rules for Residence**

By home we mean 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 who has parental responsibility for the child as defined in the Children Act 1989.

Where a 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 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 both addresses during term time, they can choose which address to use on the application. If the parents cannot agree on the address to be used, we will use the address where child benefit is paid. If a parent has more than one home, we will take as the home address the address where the parent and child normally live for the majority of the school term time.

We have the right to investigate whether you live at the address you say you do and we may withdraw any offer if incorrect information has been given.

### **4 Children of staff at the Academy**

This applies

Where a member of staff (both teaching and support staff) has been employed Waltham Gateway Academy for two or more years at the time the application for admission is made.

Or where a member of staff (both teaching and support staff) is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### **5 Distance**

Distance will be measured by the shortest and safest walking route from the front door of the child's home address (including flats) to the main entrance of the Academy, using the Local Authority's computerised measuring system, with those living closer to the Academy receiving the higher priority.

By home we mean 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 who has parental responsibility for the child as defined in the Children Act 1989.

Where a 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 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 both addresses during term time, they can choose which address to use on the application.

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

In the event of more than one child living the exact same safest walking distance then each child will be admitted.

### **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 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 Academy for more details.

For late co-ordinated applications and in-year applications supported by the appropriate military documentation we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The Academy'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
- 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.

### **Appeals against a decision not to admit a child to the Academy**

Parents have a legal right to appeal against a decision not to admit a child to the Academy. The Academy will be happy to provide information about this on request.

### **Admission of children outside their normal age group**

In reference to paragraph 2.17 of the School Admissions Code, if a parent requests their child to be admitted outside of their normal age group, the admissions authority will decide on the basis of the circumstances provided.

Parents wishing to make this request should contact the Multi Academy Trust 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.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

This may 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 Principal.

### **Waiting Lists**

The Academy will operate a waiting list for at least the first term of the academic year of admission. Children's position on a waiting list will be determined solely in accordance with the published oversubscription criteria.

Where places become vacant, they will be allocated to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant or someone leaves the waiting list.

### **Fair Access Protocol**

The Government has stated that all Local Authorities must have a Fair Access agreement that allows unplaced children, especially the most vulnerable, to be offered a place at a suitable school as quickly as possible.

### **Fraudulent or Misleading Applications**

As an admission authority for the Academy, the Trust has the right to investigate any concerns it has about an application and to withdraw the offer of a place if it is found there is evidence that parents have made a fraudulent claim or provided misleading information such as a false address.

The Trust reserves the right to check any information provided so that it can apply the oversubscription criteria accurately and fairly.

## **Appendix A**

### Addresses in the catchment area designated by North East Lincolnshire Council

All Numbers	Albertine Court , Waltham
All Numbers	Alderley Edge , Waltham
All Numbers	All Saints Close , Waltham
All Numbers	Anita Grove, Waltham
All Numbers	Archer Road , Waltham
All Numbers	Ascot Road , Waltham
All Numbers	Ashbourne , Waltham
All Numbers	Aspen Drive, Waltham
All Numbers	Atkinson Lane , Waltham
All Numbers	Barkworth Court , Waltham
All Numbers	Barnoldby House , Barnoldby-le-Beck
All Numbers	Barnoldby Road , Waltham
All Numbers	Beck Farm Mews , Barnoldby-le-Beck
All Numbers	Beckside, Barnoldby-le-Beck
All Numbers	Beelsby Road , Barnoldby-le-Beck
All Numbers	Belraith Mews , Waltham
All Numbers	Beresford , Cheapside , Waltham
All Numbers	Birkdale , Waltham
All Numbers	Boundary , The , Waltham
All Numbers	Bradley Cottages , Bradley
All Numbers	Bradley Manor , Bradley
All Numbers	Bradley Road , Barnoldby-le-Beck
All Numbers	Bradley Road , Bradley
All Numbers	Bradley Road , Waltham
All Numbers	Bradley Woods , Bradley
All Numbers	Brian Avenue , Waltham
All Numbers	Briar Farm , Cheapside , Waltham
All Numbers	Brigsley Road , Waltham
All Numbers	Brook Lane, Waltham
All Numbers	Bull Ring , Bradley
All Numbers	Camargue Avenue , Waltham
All Numbers	Cardinal Court , Waltham
All Numbers	Carmargue , Ings Lane , Waltham
All Numbers	Carnoustie , Waltham
All Numbers	Casterfield , Ings Lane , Waltham
All Numbers	Cedar Lodge , Barnoldby-le-Beck
All Numbers	Chadwell Springs , Waltham
All Numbers	Chapel Lane , Barnoldby-le-Beck
All Numbers	Cheapside , Waltham
All Numbers	Cheesemans Close , Waltham
All Numbers	Cheesemans Lane , Waltham
All Numbers	Cherry Cobb Lane , Barnoldby-le-Beck
All Numbers	Chestnut Close , Waltham
All Numbers	Chestnut Road , Waltham
All Numbers	Chiltern Drive , Waltham

All Numbers	Church Close , Waltham
All Numbers	Church Lane , Barnoldby-le-Beck
All Numbers	Church Lane , Bradley
All Numbers	Church Lane , Waltham
All Numbers	Church View , Waltham
All Numbers	Claydon Way, Waltham
All Numbers	Coltsfoot Drive , Waltham
All Numbers	Coral Drive , Waltham
All Numbers	Corner House Farm , Waltham
All Numbers	Cotswold Drive , Waltham
All Numbers	Council Houses , Bradley
All Numbers	Cross Street , Waltham
All Numbers	Danesfield Avenue , Waltham
All Numbers	Dorothy Avenue , Waltham
All Numbers	Doughty Close , Waltham
All Numbers	Drive, The , Waltham
All Numbers	Drury Close , Waltham
All Numbers	Eagle Drive, Waltham
All Numbers	Elm Road , Waltham
All Numbers	Elsham Drive , Waltham
All Numbers	Fairway , Waltham
All Numbers	Firlands , Ings Lane , Waltham
All Numbers	Fountain Close , Waltham
All Numbers	Foxhills , Bradley
All Numbers	Frances Court , Waltham
All Numbers	Gare Loch , Cheapside , Waltham
All Numbers	Gayway , Waltham
All Numbers	Geipel Close , Waltham
All Numbers	Gleneagles , Waltham
All Numbers	Golf Course Lane , Waltham
All Numbers	Grange Farm , Barnoldby-le-Beck
All Numbers	Green Acres , Waltham
All Numbers	Green, The, Waltham
All Numbers	Greenlands , Barnoldby-le-Beck
All Numbers	Greenway , Waltham
1-95 (Odd numbers)	Grimsby Road , Waltham
All Numbers	Grove End , Grove Lane , Waltham
All Numbers	Grove Farm , Bradley Road , Bradley
All Numbers	Grove Lane , Waltham
All Numbers	Harvest Crescent , Waltham
All Numbers	Hawthorne House , Cheapside , Waltham
All Numbers	Hazel Court, Waltham
All Numbers	High Gate , Cheapside , Waltham
All Numbers	High Street , Waltham
All Numbers	Highfield , Grove Lane , Waltham
All Numbers	Highview , Barnoldby-le-Beck
All Numbers	Hillcrest House , Barnoldby-le-Beck
All Numbers	Hillrise , Barnoldby-le-Beck
All Numbers	Hillside Farm , Cheapside , Waltham



All Numbers	Home Paddock , Waltham
All Numbers	Ings Lane , Waltham
All Numbers	Jasmine Lodge , Barnoldby-le-Beck
All Numbers	Juniper Lane, Waltham
All Numbers	Kemeshame Court , Waltham
All Numbers	Kings Chase, Barnoldby-le-Beck
All Numbers	Kingsfield Farm , Barnoldby-le-Beck
All Numbers	Kirkgate , Waltham
All Numbers	Kirkside , Waltham
All Numbers	Laburnum Avenue , Waltham
All Numbers	Laburnum Close , Waltham
All Numbers	Lawns , The , Barnoldby-le-Beck
All Numbers	Leas Close , Waltham
All Numbers	Limes, The , Waltham
All Numbers	Lindrick Walk , Waltham
All Numbers	Linfoy House , Barnoldby-le-Beck
All Numbers	Longhorn Court , Waltham
All Numbers	Low Farm , Bradley
All Numbers	Ludgate Close , Waltham
All Numbers	Lytham Drive , Waltham
All Numbers	Main Road And Cottages , Barnoldby-le-Beck
All Numbers	Manor Cottage , Bradley
All Numbers	Manor Drive , Waltham
All Numbers	Manor Farm Mews , Bradley
All Numbers	Marian Way , Waltham
All Numbers	Markham Mews , Waltham
All Numbers	Mayfair Crescent , Waltham
All Numbers	Meadow Croft , Waltham
All Numbers	Meadow View , Cheapside , Waltham
All Numbers	Mill Close , Waltham
All Numbers	Mill View , Waltham
All Numbers	Mount Pleasant , Waltham
All Numbers	Muirfield , Waltham
All Numbers	Neville Turner Way , Waltham
All Numbers	New Road , Waltham
All Numbers	Norsefield Avenue , Waltham
All Numbers	Nunnerley Place , Waltham
All Numbers	Oakfield Lane, Waltham
All Numbers	Old Farm Court , Waltham
All Numbers	Old Main Road , Barnoldby-le-Beck
All Numbers	Orchard Court , Waltham
All Numbers	Parklands , Barnoldby-le-Beck
All Numbers	Parkside , Grove Lane , Waltham
All Numbers	Peace Haven , Waltham
All Numbers	Pear Tree Close , Waltham
All Numbers	Pear Tree Farm , Waltham
All Numbers	Pelham House , Barnoldby-le-Beck
All Numbers	Penny Mews , Waltham
All Numbers	Philip Avenue , Waltham

All Numbers	Poplar Farm , Waltham
All Numbers	Redlands , Grove Lane , Waltham
All Numbers	Ronald Farmer Court , Waltham
All Numbers	Rosedale , Barnoldby-le-Beck
All Numbers	Rosedale , Waltham
All Numbers	Salisbury Avenue , Waltham
All Numbers	Salisbury Court , Waltham
All Numbers	Salisbury Drive , Waltham
All Numbers	Shears Court , Waltham
All Numbers	Skinner Lane , Waltham
All Numbers	Southwood , Barnoldby-le-Beck
All Numbers	Station Road , Waltham
All Numbers	Sterling Crescent , Waltham
All Numbers	Strawberry Hill , Waltham
All Numbers	Summerfield Avenue , Waltham
All Numbers	Summerfield Close , Waltham
All Numbers	Summerfield House , Barnoldby-le-Beck
All Numbers	Sunningdale , Waltham
All Numbers	Sweetbriar Close , Waltham
All Numbers	Tannery Close , Waltham
All Numbers	Tudor Court , Bradley
All Numbers	Turnberry Approach , Waltham
All Numbers	Tynedale , Cheapside , Waltham
All Numbers	Waltham Airfield , Waltham
All Numbers	Waltham Grove , Waltham
All Numbers	Waltham Road , Barnoldby-le-Beck
All Numbers	Waltham Windmill , Waltham
All Numbers	Wayside , Waltham
All Numbers	West Park , Barnoldby-le-Beck
All Numbers	Westfield , Barnoldby-le-Beck
All Numbers	Westfield Manor , Waltham
All Numbers	Westfield Road , Waltham
All Numbers	Wheatfield Drive , Waltham
All Numbers	William Mews , Waltham
All Numbers	Willow Park, Waltham
All Numbers	Woburn Close , Waltham
All Numbers	Wold View , Cheapside , Waltham
All Numbers	Woodhall Drive , Waltham
All Numbers	Woodland Way, Waltham
All Numbers	Woodlands , Barnoldby-le-Beck
All Numbers	Woodlands , Cheapside , Waltham
All Numbers	Woodlands Farm , Bradley
All Numbers	Woodlands Lodge , Barnoldby-le-Beck
All Numbers	Woodside, Woodlands Farm , Bradley
All Numbers	Wray Close , Waltham