



THE MARTON ACADEMY

LABOR OMNIA VINCIT

Admissions Policy 2026 - 2027

Our Ambition: To be the highest performing MAT in the country

Our Mission: To improve the communities we serve for the better

Written by	The Admissions Review Committee
Ratified by Trustees	
Date for Review	
Signed by Chair of Trustees	
Signed by Chief Executive Officer	

The Marton Academy Admissions Policy

Vision

Challenging educational orthodoxies in the best interests of achieving excellence so that: all children make at least good progress; cohorts, groups or schools perform well; all teachers enable good or better learning; all schools strive to be outstanding.

The Marton Academy is an Academy and The Forge Trust is the admissions authority. The Marton Academy operates within an equal preference scheme and welcomes all children. The planned admission number for 2026-27 is 15.

Process of Application for the Normal Intake Year (into Reception)

Arrangements for applications for places into Reception at the Academy will be made in accordance with Lincolnshire County Council's coordinated admission arrangements.

Applications should be made via Lincolnshire County Council. If there are more applications than places, then the oversubscription criteria will be used to decide who should be offered the place. If it is necessary to refuse a place, then you will be informed of your right of appeal. Parents resident in Lincolnshire can apply online at www.lincolnshire.gov.uk/schooladmissions or call 01522 782030 for a paper form.

Parents resident outside Lincolnshire must apply through their home local authority.

The Academy 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.

Where the Academy has offered a child a place:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the School until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made whichever is the sooner; and
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents interested in deferring admission or arranging part-time attendance must contact the Academy to discuss this.

Infant Class Size

The School Admissions Code (2014) states that infant classes must not contain more than 30 pupils with a single qualified teacher. The School Admissions Code (2021) provides limited exceptional circumstances where children will remain an 'excepted pupil' for the time they are in an infant class or until numbers fall back to the current infant class limit, including children of multiple births and children of UK service personnel.

Admission of Children Outside of their 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. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. Parents wishing to make these requests

must contact their home local authority for guidance on the procedure to follow. Parents resident in Lincolnshire should call 01522 782030 or email schooladmissions@lincolnshire.gov.uk for advice 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. The Marton 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'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 head teacher.

Education Health Care Plans

In accordance with legislation, the allocation of school places for children with an Education, Health and Care Plan (Children and Families Act 2014) naming the school in the plan will take place first. Remaining places will be allocated in accordance with this policy.

For entry into Reception in September, we will allocate places to parents who make an application before we consider any parent who has not made one.

Oversubscription Criteria

Attending a nursery or a pre-school does not give any priority within the oversubscription criteria for a place in a school. Parents must make a separate application for the transfer from nursery to a primary or infant school.

Where applications for admission exceed places available, the following selection criteria will be applied in the order set out below to decide which children to admit. The criteria below are listed in the order we apply them. If there are more applicants than places within a particular category, the next criteria will be applied until the tiebreaker is used.

- A. 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. (1)
- B. There is a brother or sister (2) on roll at the school at the time of application or who will be attending the school at the expected time of admission.
- C. Children where the parent has been employed at the school for two or more years at the time of which the application for admission to the school is placed (3).
- C. Nearest school (4a): measured by straight line distance. (4b)
- D. The distance from the home to the school, priority will be given to the child living closest to the school.

Final Tiebreaker

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 Services Directorate at the local authority.

Definitions and Notes

1. 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 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 appointing one or more individuals to be a child's special guardian (or special guardians).

2. Brother or sister

Brother or sister attending the school at the time of application, or who will be attending the school at the expected time of admission.

In all cases both children must live at the same address.

We include in this criterion:

- a brother or sister who shares the same biological parents
- a half-brother, half-sister, step-brother or step-sister
- a legally adopted child, a child legally adopted by a biological or stepparent

Twins and other siblings from a multiple birth

In these cases, all the children will be considered together as one application. If one or more can be admitted the school will admit all the children, unless this would make the class too large and prejudice the education of the other children. The government's School Admission Code makes an exception to the infant class limit in this situation.

Brothers and sisters in the same year group

Where there is only one place available in the school, the children will be considered together as one application. The school will admit all the children unless this would make the class too large and prejudice the education of the other children or in cases where infant class regulations prevent this from happening. If this happens, we can only legally offer one place because the government's school admissions code makes no exception to the infant class size limit for siblings in the same year group. We will offer the parent one place for one child and a different school for the other child or children.

3. Children of staff

Children of staff applies in either or both of the following circumstances:

- a) Where the member of staff has been employed at the school for two or more years at the time of which the application for admission to the school is made; and or
- b) The member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage

4a) Nearest school

The nearest school is found by measuring the straight-line distance from the child's home address to all state funded mainstream schools admitting children in the relevant year group. Measurements are calculated electronically from the Post Office address point of the home address to the Post Office address point of the school. Distance is measured to three decimal places, for example, 1.456 miles.

4b) Straight line Distance

The distance to the school is found by measuring the straight-line distance from the child's home address to the school. Measurements are calculated electronically using the Post Office address point of the home address to the Post Office address point of the school. Distance is measured to three decimal places, e.g. 1.456 miles.

In the event of the admission number being reached within any one of the oversubscription criteria in the order listed, the distance criteria will be used as a '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 Children's Service Directorate at the local authority.

Home Address

By 'home' the School means the address where the child lives 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 her or him. 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 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 you have more than one home, the School will take as the home address the address where you and your child normally live for the majority of the school term time.

The address you state on your application must be the current one at the time of application. If your address changes after you have submitted your application, you should notify the School Admissions Team immediately.

We do not take into an account an intention to move when considering a home address unless this is for members of the UK Armed Forces or a returning Crown Servant as outlined in the relevant section below.

In Year Admissions

If there are more applications than places available in a year group, then the oversubscription criteria for the school will be used to decide who should be offered the place. If it is necessary to refuse a place, then parents will be told of the independent appeal system. Parents can apply online at www.lincolnshire.gov.uk/schooladmissions or by telephoning 01522 782030.

Children of UK Service Personnel

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 Trustees will:

- Process an allocation 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, intended 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 Trustees will not refuse a service child a place 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 school for more details.

For late co-ordinated 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 Trustees 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 Trustees 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 will need the notice of posting or official government letter and posting address before we can consider an application under these arrangements.

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.

Waiting Lists

For admission into the intake year, the Trustees will keep a waiting list 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 Trustees 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. The Academy will keep a reserve list for the intake year beyond the legal minimum and reserve lists for any other year groups until the end of the academic year. If parents wish to keep their child on the reserve list, they must contact the Academy at the start of the next academic year.

Appeal Arrangements

In all cases where a place is refused at the Academy, 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 Lincolnshire County Council website.

Fair Access

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. The Marton Academy takes part in this process. This includes admitting children above the published admissions number to schools that are already full.