Consultation

Admission arrangements for The Priory Ruskin Academy

Admissions from September 2028

The Priory Federation of Academies Trust is consulting on the admission arrangements for The Priory Ruskin Academy for September 2028. The Trust proposes the following change to the academy's Visual Arts aptitude assessment process, which is included in the draft arrangements below.

Rationale behind proposed change

The Trust believes that moving from an independent submission process to a two-part assessment model will provide a more robust and comprehensive evaluation of a child's aptitude for Visual Arts. One element of the assessment will take place at the academy on a designated assessment day; while the second element will be completed independently by the applicant.

This approach will enable the academy to consider a broader range of indicators of aptitude, including creativity, observation, technical skill, and personal response. In addition, given the rapid development and increasing accessibility of AI tools, it is important that the assessment process includes a component completed within a controlled environment. The combined assessment model will provide a fair and authentic measure of an applicant's aptitude for the Visual Arts.

Timed observational drawing (Internal)

Applicants to be provided with a range of objects (a maximum of five) and asked to produce an A5 observational drawing using their chosen media and drawing techniques.

Portfolio submission (External)

Five pieces of work to be submitted of the applicant's own choosing, providing students with the opportunity to showcase their aptitude for alternative creative media and techniques (Photography/3D Design and production/Textiles/Printmaking/Technical drawing etc).

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No applicants will be disadvantaged as a result of this proposed change. The revised assessment activities have been designed to ensure that all applicants continue to be given a fair and equal opportunity to demonstrate their aptitude for Visual Arts. The change does not alter the number of places available through aptitude assessment, nor does it create barriers to participation. Instead, it provides a broader range of opportunities for applicants to showcase their creative potential.

The consultation period starts on 10th November 2026 and lasts for six weeks. Please email any comments to federation@prioryacademies.co.uk; or send them by post to Mr M Mammatt, Ruskin Admissions Consultation, Priory Federation of Academies Trust, Clayton Road, Lincoln LN5 8RE. The closing date for receipt of responses is 4pm on 22nd December 2026.

No other changes are proposed to the admission arrangement for The Priory Ruskin Academy for September 2028.

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PRIORY RUSKIN ACADEMY

ADMISSION ARRANGEMENTS for 2028

1 The admission authority for Priory Ruskin Academy is The Priory Federation of Academies Trust ("the Trust"). These admission arrangements were determined by the Trust on XX XXXXXX XXXX. They form part of the Trust's admission policy. In drawing up the arrangements, the Trust has followed statutory guidance from the government in the School Admissions Code. You can find the code at: www.gov.uk/government/publications/school-admissions-code--2.

ADMISSION NUMBERS

2 Priory Ruskin Academy will have the following published admission numbers (PAN) for the relevant year group in the school year 2028/29 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

a) 210 places in Year 7
b) 20 places in Year 12, in addition to those for students from Priory Ruskin Academy who wish to stay on into the sixth form.

FINDING YOUR WAY ROUND THESE ADMISSION ARRANGEMENTS

3 For secondary school places in Year 7 please go to paragraphs 4 – 16.
For places in the sixth form please go to paragraphs 17 – 23.
Then, for important information for all age groups, please go to paragraphs 24 – 53.

APPLICATIONS TO YEAR 7

Process of application

4 You make applications for places at the start of Year 7 through the co-ordinated admission arrangements in the local authority area in which your child lives. You apply using the Common Application Form (CAF) provided and administered by the relevant local authority. In year admissions are dealt with in accordance with the IN-YEAR ADMISSIONS section below.

5 Parents resident in Lincolnshire can apply online through Lincolnshire County Council's website: https://www.lincolnshire.gov.uk/school-admissions. You 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 the local authority in which they live.

6 Priory Ruskin Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will

fit in with the common timetable agreed by the Lincolnshire local authority:

a) By 1 September – Priory Ruskin Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (for example in September 2026 for admission in September 2027). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the academy.

b) By the end of October – Priory Ruskin Academy will provide opportunities for parents to visit the academy.

c) By 31 October – parents complete the CAF and return it to the relevant local authority to administer.

d) Between 1 November and 28 February –

- the local authority sends application information to the academy for consideration
- Priory Ruskin Academy sends a list of pupils to be offered places by the Trust to the local authority.

e) 1 March - the relevant local authority will make the offers of places to parents of pupils joining secondary provision on behalf of the Trust, as required by the School Admissions Code. If we are not able to offer a place, you can appeal against that decision.

Admission criteria for Year 7

7 Priory Ruskin Academy will consider all applications for places at the academy. Where the number of applications is less than or equal to the published admission number, we will offer places to all those who have applied.

8 Where the number of applicants is greater than the published admission number, Priory Ruskin Academy will first accept all pupils with an education, health and care (EHC) plan (as defined in the *Children and Families Act 2014*) that names the academy.

Admissions through aptitude for sport or visual arts in Year 7

9 Priory Ruskin Academy will admit up to 11 pupils to Year 7 on the basis of their aptitude for sport and up to 10 pupils on the basis of their aptitude for the visual arts. These numbers may vary from year to year but the total number of places offered on the basis of aptitude will not exceed 21. Parents who wish to seek a place at the academy for their child based on aptitude for sport or visual arts should present their child for assessment. For sport, the assessment is based on nationally recognised activities focusing on skill, power, stamina and agility, and is not linked to current success in any particular sport. For visual

arts, a two-part assessment is undertaken involving a portfolio of work and a timed exercise, both focusing on creativity.

> *Admission through aptitude for sport or visual arts applies only to the intake starting secondary education in Year 7 at the beginning of the school year. It is not available in other year groups or for in-year admissions.*

10 The assessment takes place in July of the summer term before applications are made (that is, when the child is towards the end of Year 5). The date of the assessment is available from Priory Ruskin Academy.

11 Parents who wish their child to take the assessment should request, complete and return the assessment application form, which is available from the academy, at least one week before the assessment.

12 Taking the assessment is not an application in itself. The academy will only consider applications for admission through aptitude assessments when the Common Application Form has been received by the local authority and the academy has been notified, confirming that an application has been made.

13 The academy will only consider those applicants who achieve a minimum standard in the assessment for the places available on the basis of aptitude for sport or visual arts. Parents will automatically be notified of the outcome of the assessment and whether or not their child has met the minimum standard for consideration for an aptitude place.

Admissions to Year 7 using zones

14 The academy follows the requirement of the School Admissions Code to give highest priority when oversubscribed to looked after and previously looked after children, no matter where they live. The academy also places great emphasis on developing and maintaining contact with families and so gives next highest priority to applicants with siblings attending the academy and to children of staff, no matter where they live.

15 The remaining places for applicants without siblings at the academy will be allocated using four concentric zones centred on the academy. Each applicant will be allocated to a zone using the straight-line distance from their home to the academy. The zones take into account the number of applications to the academy living in each zone for admission in the school year during which these arrangements are determined, and recognise that few students travel long distances to the academy. The following proportions will be used for each zone:

- zone 1: living less than 1 mile from the academy – 32%
- zone 2: living 1 mile or more but less than 1.6 miles – 36%
- zone 3: living 1.6 miles or more but less than 7 miles – 23%
- zone 4: living 7 miles or more from the academy – 9%

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The percentages enable the Trust to decide how many places for applicants without siblings will be available in each zone. The greatest number will go to zones 1 and 2, as the percentages show. These percentages may change from year to year to reflect changing patterns of parental preference. They are calculated using the numbers of applications from each zone. The Trust uses the latest available information on applications, which relates to admissions in the September of the school year in which the current arrangements were determined.

Oversubscription criteria for Year 7

The terms used in the following paragraph are explained in detail in a set of definitions at the end of these arrangements.

16 After the admission of pupils with EHC plans that name the academy, we will consider applications for the remaining places against the criteria set out below.

The criteria below will be applied in the order in which they are set out. If applying any criterion would result in the year group being oversubscribed, the subsequent criteria will be applied, in order, to decide which applicants will be admitted.

a. looked after children, or previously looked after children

b. applicants who achieve the minimum standards needed for admission on the basis of aptitude for sport or visual arts

In the event that more than 11 applicants achieve the minimum standard in sport, the 11 places will be offered to the applicants with the highest scores in the assessment. In the event that more than 10 applicants achieve the minimum standard in visual arts, the 10 places will be offered to the applicants with the highest scores in the assessment. If tied scores for the last of these places in either sport or visual arts would result in more than 11 or 10 applicants being admitted respectively, then the last places will be allocated at random. Any remaining applicants will then be considered along with all other applicants using the criteria in paragraphs 16c to 16e below.

In the event that fewer than 11 (sport) or 10 (visual arts) applicants achieve the minimum standard, they will all be admitted and the remaining places in that specialism will then be made available to applicants for the other specialism. If fewer than a total of 21 places are awarded to applicants who meet the minimum standard in either assessment, the places will be made available to other applicants using the criteria in paragraph 16c to 16e below.

c. siblings of pupils who are on the roll of the academy at the time of the application

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d. children of a member of staff of the academy who has been employed at the academy for two or more years at the time of the application, or who has been appointed to a vacant post for which there is a demonstrable skill shortage

In the event that there are more applicants than places using criteria 16c or 16d, then successful applicants will be chosen by random allocation.

e. the remaining places, typically for applicants without siblings at the academy, will be allocated randomly to each of the zones 1 to 4 in paragraph 15, in the order zones 1 to 4.

The number of places available in each zone will be calculated using the percentages in paragraph 14 and be rounded down to the nearest whole number. At the end of this set of calculations, any remaining places will be held to the end of the process.

If there are more applications than places in any zone, then the places in that zone will be allocated randomly. If the number of applications in any zone is less than or equal to the number of places, all applicants will be admitted and any remaining places will be held to the end of the process. Once allocations to each zone have been made, any remaining places from the four zones, together with any places resulting from the calculations above, will be allocated at random to all remaining applicants from all zones.

Random allocations will be made using the online random sequence generator in 'random.org' or, if not available, an alternative random generator. The process will be overseen by a person independent of the academy and the local authority.

APPLICATIONS TO THE SIXTH FORM

What the sixth form offers

17 The sixth form at Priory Ruskin Academy offers a wide range of academic and technical courses at Level 3. The academy's sixth form prospectus can be obtained from the academy or viewed on the academy's website (https://www.prioryruskin.co.uk/page/?title=Prospectus&pid=109).

Process of application

18 Dates for applications for entry at the start of Year 12, and acceptances and refusals, will be published on the academy's website by 1 September 2026. You make applications directly to the academy.

Admission criteria for Year 12

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19 Priory Ruskin Academy will first accept all pupils with an education, health and care (EHC) plan (as defined in the *Children and Families Act 2014*) that names the academy.

20 All remaining applicants for places in the sixth form should satisfy the academic entry requirements set out below.

21 For Level 3 academic courses (A levels) we normally expect students to have achieved at least a GCSE grade 4 in each of English and mathematics. For Level 3 technical courses we normally expect students to have achieved GCSE grades from their best English and their mathematics courses that 'total' 7. For example, a grade 4 in English and a grade 3 in mathematics would meet this requirement. In addition, each course may have subject-specific GCSE requirements that we expect students to meet. Where there are subject-specific requirements, these are published each year in the sixth-form prospectus. Academic entry requirements and subject-specific requirements are the same for internal and external applicants.

22 We discuss with each applicant the best match of course to their subject background. Further information for individual subjects can be found in the academy's sixth form prospectus (https://www.prioryruskin.co.uk/page/?title=Prospectus&pid=109). We expect any students who have not achieved a GCSE grade 4 in each of English and mathematics to take or retake the relevant course so that they have achieved this standard in both subjects by the time they leave the sixth form.

Oversubscription criteria for Year 12

The terms used in the following paragraph are explained in detail in a set of definitions at the end of these arrangements.

23 After the admission of pupils with EHC plans, the academy will consider applications for the remaining places which meet the academy's entry requirements. Where the number of these applications is less than or equal to the published admission number, the academy will offer places to all those who have applied.

24 Where the number of these applications for admission is greater than the published admission number, the following over-subscription criteria will be used.

The criteria below will be applied in the order in which they are set out. If applying any criterion would result in the year group being oversubscribed, the subsequent criteria will be applied, in order, to decide which applicants will be admitted.

a. looked after children, or previously looked after children

b. students wishing to study the academy's specialist subjects (sport and visual arts subjects)

Where the application of criterion 24b still leaves more students than places, then the 'total' of students' grades in Level 2 examinations will be taken into account, in order, starting with the highest score. In the case of tied totals, then the distance from home to the academy will be used as in paragraph 24c below.

c. a student who lives nearest to the academy measured by the straight-line distance from the child's home address to the academy's main entrance.

In the event that two or more applicants under criterion 24c live the same straight-line distance from the academy, the place or places will be allocated at random by a person independent of the academy and the local authority.

IN-YEAR ADMISSIONS

25 The Academy will consider all applications to year groups in which the school provides education. If the Academy is able to provide a place in a year group without prejudicing the efficient provision of education or use of resources, then the Academy will admit the child.

26 If there are more applications than places then the same oversubscription criteria set out for the relevant year groups above will be used to decide who should be offered places. We will use the criteria for Year 7 for applications in Years 7–11, with the exception of criterion 16b (admission through aptitude in sport or visual arts) and criterion 16c (allocation of places to zones), which only apply to the initial allocation of places to Year 7. Under criterion 16c, we will allocate places at random to those who have applied, without reference to zones. We will use the criteria for Year 12 for applications in the sixth form.

27 For places in Years 7 to 11, you should make in-year applications through Lincolnshire County Council's school admissions team. You can apply online at https://www.lincolnshire.gov.uk/school-admissions. Details of Lincolnshire's coordinated scheme for in-year admissions can be found at https://www.lincolnshire.gov.uk/school-admissions/apply-move-school. You can also ask for a hard copy application form by telephoning 01522 782030 or by emailing schooladmissions@lincolnshire.gov.uk. Hard copy applications should be returned to Lincolnshire County Council. In-year applications to the sixth form must be made directly to the academy.

28 The School Admissions Code sets a target date for a response within 10 school days but you will always be notified in writing of the outcome of your application within 15 school days. If we are not able to offer a place, you can appeal against that decision.

ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP

29 The academy will normally admit pupils into the designated year group for their age. Parents may seek a place for their child outside their normal age group if, for example, the child is gifted or talented, or has experienced significant problems such as ill health. These

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requests need to be made in writing to the academy, giving reasons for the request, as well as applying on the common application form (CAF).

30 If the request is to delay admission for a year, you are advised to make the request to the academy alongside completion of a CAF as early as possible in the admissions round so that, if it is not agreed, you have a completed CAF in good time for entry into the designated year group. If delayed entry is agreed, you will need to make your application on the CAF in the subsequent year. The academy's agreement to delayed entry does not guarantee a delayed place in this or any other school, as the relevant oversubscription criteria for the agreed year of entry will still apply and decisions are only relevant to the individual school.

31 If the request is for admission a year early, you will need to complete a CAF for the intended year of entry alongside your request to the academy. If early entry is not agreed, you will need to make another application for admission into the designated year group in the subsequent year.

32 Any parent considering delayed or early entry should contact the academy to discuss the implications of this arrangement before applying. Each request for admission outside the normal age group will be dealt with individually to ensure all the circumstances are taken into account when making a decision. The decision will always be taken in the best interests of the child. Parents have a statutory right to appeal against refusal of a school place, but this does not apply if a place is offered but is not in the preferred age group. In coming to a decision, the academy will consider a range of evidence as set out in the School Admissions Code, including that provided by the parent, and take 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.

CHILDREN OF UK MILITARY PERSONNEL

33 The Trust aims to support the military covenant by removing any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area. The Trust will not refuse a place to a child of relocating service personnel or returning Crown Servants solely because the family does not yet have an intended address or does not yet live in the area. For all applications, the Trust will:

a) process an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date

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b) use the address where the child will live when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address, or a Unit or quartering address where the parent requests this.

Evidence of an intended residential address, such as a tenancy agreement or mortgage statement, will be required.

34 For late applications and in-year applications the Trust will also consider whether:

a) an application from that address would normally succeed in an oversubscribed year
b) any child on the waiting list has a higher priority under the oversubscription criteria
c) the admission of another child would seriously prejudice the provision of efficient education or the efficient use of resources.

OPERATION OF WAITING LISTS

35 The academy will operate a waiting list (sometimes called a reserve list) until 31 December each year for all unsuccessful applicants for each year group in which the academy provides education. A child's position on a waiting list will be determined solely in accordance with the oversubscription criteria set out for the relevant year group above. Once the waiting list has closed in each year group on 31 December, you will need to reapply if you wish your child to join the academy at a subsequent point. Further applications should be made using the arrangements for IN-YEAR ADMISSIONS set out above.

36 The waiting list for the normal intake to Year 7 at the start of the school year is managed by Lincolnshire local authority's School Admissions Team from 1 March until 31 August each year. If we refuse a place at the academy during this period, your child is automatically placed on the waiting list, unless your child has been offered a place in a higher preference school. The full set of oversubscription criteria in paragraph 16 above is used.

37 After 1 September each year, the waiting list for Year 7 is managed by the academy, along with the waiting lists for all other year groups. The criteria used between 1 September and 31 December to allocate places to applicants on a waiting list in Years 7 to 11 are those in paragraph 16 above, with the exception of criterion 16b (admission through aptitude in sport or visual arts) and criterion 16c (allocation of places to zones), which only apply to the initial allocation of places to Year 7. Under criterion 16c, we will allocate places at random across the whole waiting list, without reference to zones. We will use the full criteria for Year 12 if there is a waiting list for places in the sixth form.

38 Where places become available the academy will allocate places 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. Children can move up or down the waiting list because

the list will be reordered in accordance with the oversubscription criteria every time there is a new applicant, an applicant's details change or an applicant leaves the waiting list. You will need to inform the academy of your new address and any other new contact details if you move house while on the waiting list.

RIGHT OF APPEAL

39 You have the right to appeal to an Independent Appeal Panel if your child is refused a place at the academy in any year group. Parents and carers will be informed of the reason why admission was refused. Sixth form applicants and applicants over the statutory school leaving age can exercise this right of appeal themselves. The appeal panel is set up under the School Admission Appeals Code. The decision of the independent panel is binding on all parties. Details of how to make an appeal will be provided when a parent is informed of a decision to refuse their child a place at the academy.

FAIR ACCESS PROTOCOL

40 The academy and Trust will participate fully in the Lincolnshire local authority's *Fair Access Protocol*, which makes sure that unplaced children, especially the most vulnerable children, are offered a place at a suitable school as quickly as possible. This can involve admitting children to schools or year groups that are already full. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list or awaiting the outcome of an appeal.

CONCERNS ABOUT APPLICATIONS

41 As the admission authority for the academy, the Trust has the right to investigate any concerns it has about an application. The Trust may withdraw an offer of a place if it is found within one year that parents have made a fraudulent claim or provided intentionally misleading information, such as a false address. The Trust reserves the right to check any information provided so it can apply the oversubscription criteria accurately and fairly.

CHANGES TO APPLICATIONS

42 Where a child's circumstances change, for example a change of address or when a sibling joins the school after the deadline for applications has passed, the new information will be taken into account in line with the timescales outlined in the Lincolnshire County Council co-ordinated scheme. Parents need to contact the academy or the local authority admissions team so that the application can be amended to include the new information. This will be treated as a revised application.

DEFINITIONS

Looked after children and previously looked after children

43 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

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functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

44 Previously looked after children are children who were looked after, but immediately after being looked after, became subject to an adoption (or became subject to a child arrangements order or special guardianship order), including those children who appear to the Trust 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.

45 Previously looked after children 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).

46 Child arrangements orders are defined in section 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.

47 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).

Siblings

48 A sibling is defined as:

- *a natural brother or sister, whether or not a resident in the same household*
- *another child normally in residence for the majority (more than 50%) of term time in the household for whom the adult in the household has parental responsibility as defined in the Children Act 1989 (for example, adopted siblings, half-brothers and sisters, step-brothers or sisters, and foster brothers or sisters)*
- *any child in the household where an adult is defined as a parent for the purposes of section 576 of the Education Act 1996.*

49 In the case of twins or other children from multiple births (or two or more siblings in one cohort) and where fewer places are available than requested, the application will be considered together as one application. The academy will then admit all the applicants, unless this would prejudice the efficient provision of education or use of resources.

Children of staff

50 Staff means an employee of the Priory Federation of Academies Trust who is deployed for the largest proportion of their working time at Priory Ruskin Academy. If the staff member is deployed for equal amounts of time at more than one of the Trust's academies, then the staff member can select one, and only one, of these academies as the academy at which they work.

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Home address

51 This is 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 where an adult in the household is defined as a parent for the purpose of section 576 of the education Act 1996. This could include a person who is not a parent but who has parental responsibility for her or him. It will not usually include other relatives such as grandparents, uncles, aunts etc. unless they have all the rights, duties, powers and authority which by law a parent of a child has in relation to the child and their property.

52 In the case of a child who normally lives during the school week with more than one parent at different addresses, or if the family has 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. In either scenario if you can show that your child spends an equal amount of time at both addresses during school term time, you can choose which address to use on the application.

Distance

53 Distances are measured in a straight line and are calculated to three decimal places (for example 1.543 miles) by the Lincolnshire County Council school admissions team, using Servelec's "Synergy" system. Information about the address used for each application is taken from the Ordnance Survey AddressBase database, which provides 12 figure X and Y coordinates for each individual property, usually at the centre of the property. Distances are measured from this point of the child's home to the gate at the main entrance to the academy on Rushcliffe Road, Grantham).

'Total' of Level 2 grades

54 This is the total of the numbered grades that are awarded at the end of GCSE, BTEC or similar courses, including conversions between qualifications.

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