WILLIAM LOVELL CHURCH OF ENGLAND ACADEMY
Excellence Growth Responsibility
This is our William Lovell Legacy

LAAT

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Open Letter: Change to Admissions Policy

13th October 2026

Dear Parents, Carers and Members of our Community,

As part of our review of the Admissions Policy at **William Lovell Church of England Academy**, we are proposing to remove Point 3 of our Oversubscription Criteria, which currently states

"The child meets the religious criteria for William Lovell Church of England Academy."

Removing this criterion means that **religious faith or belief will no longer be used to give priority to applicants when the Academy is oversubscribed**.

We believe this is an important step in ensuring our admissions arrangements reflect our commitment to being an **inclusive school, welcoming children and families of all faiths and none**. We want every family in our community to feel equally welcome to apply to our Academy, regardless of their religious beliefs or background.

This change will **not affect our identity as a Church of England Academy**. Our Christian ethos and values will remain at the heart of school life, guiding our commitment to kindness, respect, compassion and ensuring that everyone feels they belong.

We believe our school is strengthened by the diversity of our community and that this change will help us continue to be a school that is **open, welcoming and inclusive for all**.

Please contact enquiries@williamlovell.laat.co.uk with any comments before the 27th of November 2026.

Thank you for your continued support.

Yours sincerely,

William Lovell Church of England Academy

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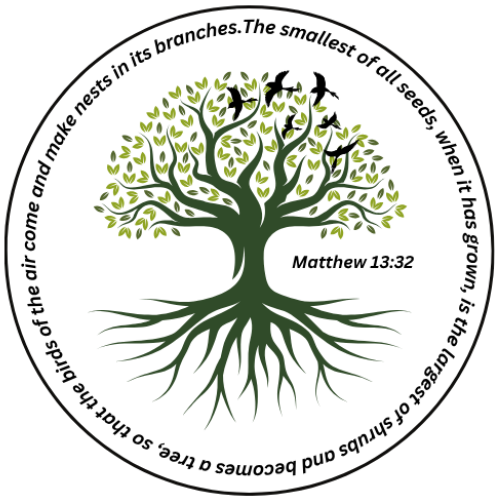

William Lovell

Church of England Academy

Admissions Policy

2028-9

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William Lovell Church of England Academy Vision and Values

Everyone has the potential to flourish. Rooted in our Christian foundation, we are an inclusive school that nurtures academically, morally, and spiritually. We commit to offering rich opportunities that prepare our students for life's journey.

We pursue excellence by planting seeds of curiosity, inspiring a love of learning, and cultivating high expectations through challenge and support. We nourish strong roots of resilience, encouraging responsibility and empowering everyone to grow, confident and ready to make positive differences to society.

The light in our community helps us to grow, responsibility is the compass that guides us, and excellence is the path we walk to reach a brighter future.

This is our William Lovell Legacy.

Our Values:

- **Excellence**
- **Growth**
- **Responsibility**

"The smallest of all seeds, when it has grown, is the greatest of shrubs and becomes a tree, so that the birds of the air come and make nests in its branches."

Matthew 13:32

Our Key Drivers

Excellence is a habit: We deliver the highest standards and never settle for less.

Everyone is valued: Diversity is celebrated, we see the best in everyone.

Invest to achieve: No excuses. We care about our learning, and we build for the future.

Cultivate your character: Qualifications open doors, stewardship and character get you through them.

Never give up: Resilience breeds success, be relentless and work hard.

Admissions authority

The admissions authority for William Lovell Church of English Academy is Lincoln Anglican Academies Trust.

Applications for places

Arrangements for applications for places in Year 7 at William Lovell C of E Academy 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 paper application form by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. William Lovell C of E Academy will adhere to the timescales outlined in the Lincolnshire County Council Co-ordinated Admissions Scheme available at www.lincolnshire.gov.uk/schooladmissions and the relevant Local Authority will make the offers of places on our behalf as required by the School Admissions Code (2021).

In-year admissions are dealt with in accordance with the in-year section below.

Published Admission Number

The academy's published admission number (PAN) is 90. The total school PAN is 450.

Priorities for Admission

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

For entry into Year 7 in September, we will allocate places to parents who return an application before we consider any parent who has not returned one.

Oversubscription Criteria

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 Children's Service Directorate at the local authority.

Oversubscription criteria:

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. There is a brother or sister at the academy who will still be attending when

the child is due to start.

3. The distance from the child's home address to the academy. Priority will be

given to the child living nearest the academy. If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place, then a lottery will be conducted. This will be drawn by an independent person not employed by the academy or working in the Children's Services Directorate of the Local Authority.

Definitions and notes:

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).

Siblings - A sibling is defined as the following:

• A full brother or sister, whether or not resident in the same household

• Another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by 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.

Twins and other siblings from a multiple birth - If twins or multiple birth children are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children.

Brothers and sisters in the same year group - If brothers and sisters in the same year group are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children.

Distance Measurement - 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.

Home Address - The home address is considered as 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). 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 a parent has more than one home, we will accept the address where the parent and child normally live for the majority of the school term time as the home address.

Nearest School - This applies when the school is the nearest state funded, non-selective, mainstream school to the child's address admitting children to the relevant year group; this is calculated by Lincolnshire County Council school admissions team using straight line distance to three decimal places e.g.1.234 miles. If you reside in Lincolnshire, you can use the search tool at https://www.lincolnshire.gov.uk/find-nearest-school to identify which school is your closest school.

Reserve Lists

For admission into the intake year the admission authority for William Lovell Church of

England Academy will operate a reserve list. In the normal admissions round if we refuse a place at our school your child is automatically placed on the reserve list, unless you have been offered a higher preference school. This list is kept in the order of

the oversubscription criteria, as required by the school admissions code. Children can move up and down the list depending on where the other children are ranked against the oversubscription criteria. The admission authority must not take account of the time you have been on the list when allocating places. For the intake year the list is held by the Local Authority School Admissions Team until the end of August. After this, the school keeps this list until (December 31st of the admitting year). This list is abolished at the end of each calendar year and parents wishing to remain on this list must contact the school for more information.

Out of Cohort Requests

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. 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. William Lovell Church of England 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

Fraudulent or misleading applications

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly. 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 if a false address was given which denied a place to a child with a stronger claim. If a place is withdrawn, the application will be considered afresh and you will be advised of your right of appeal if a place is refused.

Fair Access Protocols

Local Authorities are required to agree 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. This includes admitting children above the published admissions number to schools that are already full. Students allocated under fair access protocols will take precedence over those on a reserve list or awaiting appeal. William Lovell Church of England Academy will participate in the Fair Access Protocol of Lincolnshire County Council.

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 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 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 solely 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 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.

In-Year Admissions

Applications should be made via Lincolnshire County Council. The school will accept admissions up to the Published Admission Number of the respective year group at the point of entry. In the event that this would cause prejudice to the provision of efficient education, or the efficient use of resources, it may be necessary to refuse a place, although the year group has not reached the school's published admission number. 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. Information on how to appeal can be found at www.lincolnshire.gov.uk/schooladmissions.

Admission of children outside 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. 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. William Lovell CofE Academy school 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;

• 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.

Right of Appeal

In all cases where a place is refused at a school 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.

ID documentation

Parents/carers will be required to provide proof of birth for their child prior their child joining the school. Acceptable forms of proof of date of birth would include:

• Birth certificate

• Passport

• Confirmation of date of birth from a medical professional.

Closing statement

William Lovell Church of England Academy upholds the belief that every person is made in God's image*, deserving equal respect, opportunity, and care. Guided by our values and love for creation, we educate with excellence, grow in understanding, and take responsibility for each other.*