



ADMISSIONS POLICY

Reviewed Annually by the Fabrics Committee for FGB APPROVAL –
Autumn

Date of last Review	Signature
6 th November 2017	
5 th November 2018	

Admission arrangements for Community and Voluntary Controlled primary schools for 2018 intake

This policy applies for primary, infant and junior schools.

The County Council has delegated to the governing bodies of individual community and controlled schools the decisions about which children to admit. Every community and controlled school must apply the County Council's oversubscription criteria shown below if they receive more applications than available places.

Arrangements for applications for places in the normal year of intake (Reception in Primary and Infant schools and year 3 in Junior schools) will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements. Lincolnshire residents can apply online www.lincolnshire.gov.uk/schooladmissions, by telephone or by requesting a paper application. Residents in other areas must apply through their home local authority. Community and Voluntary Controlled Schools 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.

In accordance with legislation the allocation of places for children with the following will take place first; Statement of Special Educational Needs (Education Act 1996) or Education, Health and Care Plan (Children and Families Act 2014) where the school is named. We will then allocate remaining places in accordance with this policy.

For entry into reception and year 3 in September we will allocate places to parents who make an application before we consider any parent who has not made one.

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. Parents must also make a separate application for the transfer from infant to junior or primary school.

The oversubscription criteria are listed in the order we apply them.

Definitions of terms indicated by numbers are given separately below.

- A. Looked after children and all previously looked after children (1).
- B. A 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 addition, in the case of infant schools, a brother or sister attending the associated junior school, or who will be attending the associated junior school at the expected time of admission (2).
- C. Nearest School: measured by straight line distance (3).
- D. Church criterion where in operation at certain Voluntary Controlled schools (5).
- E. Increasing order of straight line distance (4).

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then a lottery will be drawn by an independent person, not employed by the school or working in the Local Authority Children's Service Directorate.

The intended overall effect of the proposed oversubscription criteria is to maximise the likelihood that local children will gain places at their local school in an oversubscribed year; it is not possible to guarantee this however.

(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.

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

(2) 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:

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

We take account of sibling links across certain infant and junior schools, these are: **Associated Infant and Junior Schools**

Infant School	Associated Junior School
Holton-Le-Clay Infants' School	Holton-Le-Clay Junior School
Lincoln St Faith's Church of England Infant School	Lincoln St Faith & St Martin Church of England Junior School
Lincoln St Peter in Eastgate Church of England Infants' School	Lincoln Westgate Academy
Lincoln Woodlands Infant and Nursery School	Lincoln Birchwood Junior School
Louth Eastfield Infants' and Nursery School	Louth Lacey Gardens Junior School

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 within the published admission number the school will be allowed to go above its admission number as necessary to admit all the children, unless this would make

the class too large. The government's school admissions 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 be allowed to go above its admission number as necessary to admit all the children except 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) The nearest school is found by measuring the straight line distance from the child's home address to all schools admitting children in the relevant year group. Measurements are calculated electronically from the Post Office address point of the home to the Post Office address point of the school. We measure distance to three decimal places, e.g. 1.256 miles.

(4) Measurements are calculated electronically from the Post Office address point of the child's home address to the Post Office address point of the school by straight line distance. We measure distance to three decimal places, e.g. 1.256 miles.

We use the distance calculated in this way to apply the final oversubscription criterion.

Home Address

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 school 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.

We do not take into an account an intention to move.

(5) The following table shows the schools where Church criterion is in operation and gives the local details of how parents can gain priority for this reason.

School Name	Voluntary Controlled Schools' Church Criteria
Barrowby Church of England Primary School	<p>Priority will be given to children of:</p> <ol style="list-style-type: none"> 1. Regular worshippers at the local Parish Church of All Saints Barrowby. 2. Regular worshippers at Barrowby Baptist Fellowship. <p>Regular is defined as at least once a month at the place of worship for at least a year by the date of application. This will be verified by a signed letter from an officiating minister at the place of worship.</p>
Boston St Nicholas Church of England Primary School	<p>Children of regular worshippers at St Nicholas, Skirbeck, Boston.</p> <p>Regular worshippers would require at the least – ‘Regular monthly attendance’.</p> <p>This involves the child attending a regular act of worship at the qualifying Church at least once a month and for at least one year prior to the application for a school place being made. Attendance should be verified by a signed letter from an officiating minister at the qualifying Church. Parents must indicate in their application that they are claiming this</p>
Lincoln St Peter in Eastgate CofE Infant School	<p>priority and must complete the form naming the person who can verify that Children regularly attending worship at any of the following Churches in no order of priority:</p> <ul style="list-style-type: none"> • St.Peter in Eastgate or • St.Peter in Carlton or • St. Mary Magdalene Church, Bailgate or • Bailgate Methodist Church or • St. Nicholas Church Newport. <p>'Regular monthly attendance' involves the child attending a regular act of worship at the qualifying church at least once a month and for at least one year prior to the application for a school place being made. Attendance should be verified by a signed letter from an officiating minister at the qualifying church. Parents must indicate in their application that they are claiming this priority and must complete the form naming the person who can verify that they attend Church.</p> <p>In the event of a move to the area within a year of the time of application the school can also consider written evidence from an officiating minister at a place of 'Christian worship' at the previous address, provided the parent and child have begun attending a regular act of worship at least</p>
	<p>once a month at one of the above qualifying churches.</p> <p>'Christian worship' is defined as a regular act of worship at a Church of any Christian denomination which is a member of Churches Together in Britain and Ireland at the time of the application for a school place.</p>

<p>Louth St Michael's Church of England Primary School</p>	<p>Priority will be given to; regular worshippers at a local Christian Church which is a member of 'Churches Together in Louth & District'. These are: St. James Parish Church, St. Michael's & All Angels, Holy Trinity, Stewton, Welton-le-Wold and South Elkington, Louth Methodist Church, South Elkington Methodist Church, Salvation Army, Louth Christian Fellowship, Eastgate Union (URC/Baptist), St. Atelheards (Orthodox) and St. Mary's (Catholic).</p> <p>Regular is defined as at least monthly attendance at the place of worship for at least a year before making your application. This will be verified by a signed letter from an officiating minister at the place of worship.</p>
<p>Skellingthorpe St Lawrence Church of England Primary School</p>	<p>Priority will be given to regular worshippers in a Christian Church. Regular will be defined as at least once a month at the place of worship for at least a year before making your application. This will be verified by a signed letter from an officiating minister at the place of worship.</p> <p>A "Christian Church" is defined as a church that subscribes to the Christian doctrine of the Holy Trinity.</p>

Parents applying on these grounds must complete and submit the relevant supplementary information form and attendance must be verified by a signed letter from an officiating minister at the place of worship. Schools will verify claims for priority on this ground by contacting the person named by parents on the supplementary form.

If you have only recently moved to the area the school can also consider written evidence of an equivalent commitment to a place of worship at your previous address, provided you have started to worship in the area you have moved to.

Reserve List

For admission into the intake years (reception at infant and primary schools, year 3 at junior schools) the governors will keep a waiting list which we call a reserve list. If your child is refused a place at a 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 on the oversubscription criteria. The governors do not take account of the time you have been on the list.

For intake years the list is kept by the School Admissions Team until the end of August each year. After this the School Admissions Code requires that schools keep the reserve list until the end of the autumn term, you should contact the school for information about the reserve list.

All Community and Voluntary Controlled schools keep reserve lists for oversubscribed year groups. If you wish the school to add your child to the reserve list you must let the school know. Schools will clear the reserve list at the end of each school year, if you wish your child to remain on the list you must let the school know. If your circumstances change you must let the school know so that they can rank the list accurately and allocate places in accordance with the oversubscription criteria to comply with the School Admissions Code. The governors do not take account of the time you have been on the list.

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 independent appeal panel is binding on all parties.

Midyear Admissions

The governors will accept admissions into other year groups unless this would cause an infant class to be unlawfully large or prejudice to the provision of efficient education or the efficient use of resources. 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. Parents can apply online at www.lincolnshire.gov.uk/schooladmissions

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. This includes admitting children above the published admissions number to schools that are already full.

Children of UK Service Personnel (UK Armed Forces)

In order to meet the government's military covenant aimed at helping UK service personnel, and Crown Servants returning from abroad we have adopted the following arrangements.

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:

- x 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. This address will be used when considering the application against the school's oversubscription criteria.
- x Accept a Unit postal address or quartering area address for admissions purposes for a service child.

The Governors will not refuse a service child a place because the family does not currently live in the area.

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 Governors will consider whether:

- x An application from that address would normally succeed in an oversubscribed year.
- x 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.
- x 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.

We will need the notice of posting or official government letter and posting address before we can consider an application under these arrangements. We allocate a school as soon as possible by applying the policies and practices that we normally follow.

Fraudulent or Misleading 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.

Admission of Children below Compulsory School Age

Community and Voluntary Controlled Schools provide for the admission of all children in the September following their fourth birthday.

Where a child has been offered a place: x That child is entitled to a full-time place in the September following their fourth birthday;

- x 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;
- x 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.
- x Parents interested in deferring admission or arranging part-time attendance must contact the school to discuss this.
- x Parents of summer born children deferring admission until the child starts Year 1 risk losing the offered school place.

Admission of Children outside their Normal Age Group

Parents may seek a place for their child outside 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.

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

This will include taking account of:

- x the parent's views;
- x any available information about the child's academic, social and emotional development;
- x where relevant, the child's medical history and the views of a medical professional;
- x whether the child has previously been educated out of their normal age group; x any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- x the views of the head teacher

Published Admission Numbers for Community and Voluntary Controlled Primary Schools

School	PAN
Alford Primary School	60
Allington with Sedgebrook Church of England Primary School	16
Ancaster Church of England Primary School	25
Bardney Church of England and Methodist Primary School	20
Barrowby Church of England Primary School	34
Bassingham Primary School	30
Baston Church of England Primary School	25
Billingborough Primary School	20
Billinghay Church of England Primary School	25
Binbrook Church of England Primary School	15
Boston Hawthorn Tree School	60
Boston Saint Thomas' Church of England Primary School	60
Boston St Nicholas Church of England Primary School	30
Branston Church of England Infant School	40
Brant Broughton Church of England and Methodist Primary School	15
Bucknall Primary School	8
Burgh-le-Marsh St Peter and St Paul Church of England Primary School	30
Bythams Primary School	12

Caistor Church of England and Methodist Primary School	45
Caythorpe Primary School	20
Cherry Willingham Primary School	45
Claypole Church of England Primary School	25
Coleby Church of England Primary School	12
Colsterworth Church of England Primary School	25
Coningsby St Michael's Church of England Primary School	60
Corby Glen Community Primary School	20

Corringham Church of England (Voluntary Controlled) Primary School	12
Crowland South View Community Primary School	60
Deeping St James Community Primary School	30
Deeping St James Linchfield Community Primary School	60
Deeping St Nicholas Primary School	10
Denton Church of England School	10
Digby Church of England School	15
Digby The Tedder Primary School	15
Donington Cowley Endowed Primary School	35
Donington-on-Bain School	15
Dunholme St Chad's Church of England Primary School	30
Dunston St Peter's Church of England Primary School	15
Eagle Community Primary School	12
Faldingworth Community Primary School	10
Fiskerton Church of England Primary School	12
Fleet Wood Lane School	25
Frithville Primary School	10
Fulstow Community Primary School	10
Gainsborough Charles Baines Community Primary School	30
Gainsborough St George's CE Community Primary School	30
Gedney Church End Primary School	15
Gedney Drove End School	10
Gedney Hill Church of England (Controlled) Primary School	15
Gosberton Clough and Risegate Community Primary School	13
Grainthorpe Primary School	10
Grantham Belmont Community Primary School	30
Grantham Belton Lane Community Primary School	45
Grantham Cliffedale Primary School	45
Grantham Gonerby Hill Foot Church of England Primary School	50
Grantham St Anne's Church of England Primary School	30
Grasby All Saints Church of England Primary School	15
Great Steeping Primary School	16

Hackthorn Church of England Primary School	8
Halton Holegate Church of England Primary School	10
Harlaxton Church of England Primary School	30
Heckington St Andrew's Church of England Primary School	30
Helpringham Primary School	25
Hemswell Cliff Primary School	15
Holbeach Bank Primary School	15
Holbeach St Mark's Church of England Primary School	10
Holton-le-Clay Infants' School	45
Holton-le-Clay Junior School	45
Horncastle Community Primary School	80
Ingham Primary School	17

Kelsey Primary School	15
Kirton Primary School	90
Langtoft Primary School	30
Leasingham St Andrew's Church of England Primary School	30
Legbourne East Wold Church of England Primary School	17
Legsby Primary School	10
Lincoln Birchwood Junior School	90
Lincoln Leslie Manser Primary School	40
Lincoln Monks Abbey Primary School	60
Lincoln St Faith & St Martin Church of England Junior School	60
Lincoln St Faith's Church of England Infant School	90
Lincoln St Peter at Gowts Church of England Primary School	30
Lincoln St Peter in Eastgate Church of England (Controlled) Infants' School	30
Lincoln The Meadows Primary School	60
Lincoln The Sir Francis Hill Community Primary School	90
Lincoln Woodlands Infant and Nursery School	60
Long Sutton Primary School	56
Louth Eastfield Infants' and Nursery School	90
Louth St Michael's Church of England Primary School	45
Lutton St Nicholas Primary School	15
Mareham-le-Fen Church of England Primary School	15
Market Deeping Community Primary School	30
Market Rasen Church of England Primary School	45
Marshchapel Primary School	8
Martin Mrs Mary King's Church of England (Controlled) Primary School	15
Marton Primary School	15
Metheringham Primary School	40
Middle Rasen Primary School	15

Morton Trentside Primary School	30
Moulton Chapel Primary School	10
Moulton The John Harrox Primary School	40
Navenby Church of England Primary School	30
Nettleton Community Primary School	10
New Leake Primary School	8
New York Primary School	8
Newton on Trent Church of England Primary School	10
Nocton Community School	15
Normanby-by-Spital Primary School	12
North Cockerington Church of England Primary School	12
North Cotes Church of England Primary School	11
North Hykeham All Saints Church of England Primary School	30
North Scarle Primary School	10
Osournby Primary School	15
Osgodby Primary School	15

Pinchbeck East Church of England Primary School	60
Potterhanworth Church of England Primary School	15
Quadring Cowley and Brown's Primary School	16
Reepham Church of England Primary School	25
Ropsley Church of England Primary School	15
Ruskington Winchelsea Primary School	30
Saxilby Church of England Primary School	50
Scamblesby Church of England Primary School	10
Scampton Church of England Primary School	13
Scampton Pollyplatt Primary School	30
Scotter Primary School	40
Shepeau Stow Primary School	15
Sibsey Free Primary School	25
Skegness Seathorne Primary School	60
Skegness The Richmond School	60
Skellingthorpe St Lawrence Church of England Primary School	30
Skellingthorpe The Holt Primary School	30
Sleaford Church Lane Primary School and Nursery	30
Sleaford St Botolph's Church of England School	60
South Hykeham Community Primary School	20
Spalding Monkshouse Primary School	60
Spalding St Paul's Community Primary and Nursery School	30
Stamford The Bluecoat School	30
Stickney Church of England Primary School	30

Sturton by Stow Primary School	30
Surfleet Primary School	15
Sutterton Fourfields Church of England School	20
Sutton Bridge Westmere Community Primary School	45
Sutton St James Community Primary School	20
Sutton-on-Sea Community Primary School	30
Swinderby All Saints Church of England Primary School	15
Swineshead St Mary's Church of England Primary School	40
Tattershall Holy Trinity Church of England Primary School	20
Tattershall Primary School	20
Tealby School	10
Tetford The Edward Richardson Primary School	17
Tetney Primary School	20
Thorpe-on-the-Hill St Michael's Church of England Primary School	22
Thurlby Community Primary School	30
Toynton All Saints Primary School	15
Uffington Church of England Primary School	15
Waddingham Primary School	15
Waddington All Saints Primary School	60
Waddington Redwood Primary School	45
Walcott Primary School	12
Welbourn Church of England Primary School	10
West Pinchbeck St Bartholomew's CE Primary School	15
Weston Hills Church of England Primary School	20
Whaplode Church of England Primary School	30
Willoughby St Helena's Church of England Primary School	15
Willoughton Primary School	10
Withern St Margaret's Church of England School	10
Wragby Primary School	30