



ADMISSIONS POLICY

The Governing Body of Alford Primary School has adopted the Local Authority's policy below.

Reviewed Annually in the Autumn Term in preparation for the next academic year by our full Governing Body.

Date of last Review	Version	Signature
Autumn 2013	1.0	See file for signed copy
Autumn 2014		
Autumn 2015		

LINCOLNSHIRE COUNTY COUNCIL PRIMARY SCHOOL ADMISSION POLICY FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS.

The County Council has delegated to the governing bodies of individual community and controlled schools the decisions about which children to admit. Every school must apply the County Council's oversubscription criteria shown below.

In accordance with the 1996 Education Act, the allocation of school places for children with a statement of special educational needs will take place first. We will then allocate the remaining places in accordance with this policy. Parents can request a part time placement until the term after the child's fifth birthday, they can also defer entry until later in the school year.

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

The oversubscription criteria are listed in order. Words marked with a number, for example 1, 2 and 3 are explained separately in the definition and notes section.

Oversubscription criteria

- A. The child is in the care of the local authority or had previously been in care. (1)
- B. There is a brother or sister (2) at the school who will still be attending when the child is due to start.
- C. The child meets the religious criteria published by an individual Church of England or joint Church of England and Methodist school, (3) which has chosen to give priority on religious grounds.
- D. The school is the nearest one to the home address, as defined in note 4.
- E. The distance from the home to the school, priority will be given to the child living closest the school, as defined in note 5.

Definitions and notes

1. A child in the care of the local authority is provided with accommodation by them in accordance with section 22 of the Children's Act 1989, at the time of application. This includes any child that has previously been in care and who is now adopted or who is subject to a residence order or special guardianship order

2. Brother or sister.

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.

In the case of twins, or brothers and sisters in the same year group, where there is only one place available in the school, both will be considered together as one application. The school will be allowed to go above its admission number by one, except in cases where infant class regulations prevent this from happening. If this happens we can only legally offer one place. We will offer the parent one place for one child and a different school for the other child. Alternatively we could offer both children a place in another school and if this school qualifies for free transport we will provide it for both children.

3. A number of Church of England schools give priority to children who meet their religious criteria. These are given in the table below. All these schools require regular monthly attendance at the place of worship for at least a year before making your application unless

other arrangements are specified in the table. The attendance should be verified by a signed letter from an officiating minister at the place of worship. 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.

4. The nearest school is found by measuring the distance from your address to all schools by driving distance along public highways. We measure electronically along public highways using the post office address point of the home to the post office address point of the school.

By home we mean 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 your 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 that of the parent who lives closest, as measured by driving distance, to the school in question.

If you have 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.

5. The nearest address to the school is found by measuring the distance from your address to the school by driving distance along public highways. We do not measure to any other schools. We measure electronically along public highways using the post office address point of the home to the post office address point of the school.
6. If any of the oversubscription criteria have too many applicants then the tie-break will be by distance using the method in note 5.
7. Reserve list

For admission into reception the governors will keep a waiting list which we call a reserve list. If you do not get a place at your first preference school your child is automatically put on the reserve list for any schools above the one you were offered. This list is in the order of the oversubscription criteria. Names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. The list is kept by the Schools Admission Team until the end of August 2014. After this schools will keep the reserve list until the end of the autumn term and possibly longer, you should contact the school for information about the reserve list.

Schools are not required to keep any lists for any other year groups. If you wish your child to join the school at other times you can ask if the governors keep a reserve list. If they do it will be kept in the order of the oversubscription criteria. The time you have been on the list is not taken into account.

8. 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 appeal panel is binding on all parties.

You should send your appeal to the school by the end of March and your papers will be passed onto the Legal Services Section

9. Mid-year admissions

The governors will accept admissions into other year groups if there are places. 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.

10. Fair Access

The government has stated that all local authorities must have a Fair Access agreement that allows hard to place children, for example those that have been permanently excluded, to be given a place before any oversubscription criteria are applied and before anyone is considered from the reserve list. Such children are shared out to make sure no one school has to take too many of these children.

11. For entry into an infant school a brother or sister at the junior school will be taken into account.

12. If the distance criterion is not sufficient to distinguish between two applicants for the last remaining place then a lottery will be conducted by an independent person

13. In order to meet the government's military covenant aimed at helping service personnel, and Crown Servants returning from abroad we have adopted the following arrangements. For late co-ordinated applications and mid year applications we will aim to remove any disadvantage to UK service personnel (UK Armed Forces) by applying the schools oversubscription criteria to their address. We will check to see if the address is within the distance of the last child admitted in the last admission round that was oversubscribed on offer day. If the address is within the distance the governors will be asked to consider admitting providing all children in public care and siblings have already been admitted. This will be irrespective of the fact that the school has had appeals or appeals are scheduled.

It maybe that the governors still cannot admit because of organisational or curriculum difficulties within the school. If this is the case, the Local Authority will approach the second and third preferences stated

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.

School Name	Voluntary Controlled School's Church Criteria
Barrowby Church of England Primary School	<p>Priority may be given in the order listed to:</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 will be defined as at least once a month. This will be verified by a signed letter from an officiating minister at the place of worship.</p>
Baston Church of England Primary School	<ol style="list-style-type: none"> 1. Where a child is baptised and parents are regular communicant members of the church of England at the Church of St John the Baptist in Baston 2. Where a child is baptised and parents are regular communicant members of the Church of England at another local church 3. Where a child is baptised and parents are regular communicant members of the Church of England 4. Where a child is baptised and parents are regular worshippers at another Christian church <p>Actual regular communicant member means receiving communion at least monthly. The evidence required in all cases is a letter from the vicar or church warden at the relevant church.</p>
Binbrook Church of England Primary School	<p>Priority may be given in the order listed to:</p> <ol style="list-style-type: none"> 1. Regular worshippers at the Churches of the Binbrook Group of Parishes 2. Regular worshippers at another Christian Church 3. Regular worshippers at a place of worship of any of the other four world faiths (Hinduism, Islam, Judaism and Sikhism) <p>Regular will be defined as at least once a month. 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	<ol style="list-style-type: none"> 1. Regular worshippers at the local Parish Church of St Nicholas 2. Regular worshippers at another Christian Church 3. Regular worshippers at a place of worship of any of the other four world faiths (Hinduism, Islam, Judaism, Sikhism). 4. <p>Regular will be defined as at least once a month. This will be verified by a signed letter from an officiating minister at the place of worship.</p>
Brant Broughton Church of England and Methodist Primary School	<p>In Church of England Voluntary Controlled Schools, priority may be given to children whose parents or carers are actual communicant members of the Church of England. In this case, written supporting evidence to this effect from their Parish Priest will be required showing regular attendance of at least once a month.</p> <p>Furthermore, in respect of our joint foundation status, priority may also be given to children whose parents or carers are members of the Methodist Church. In this case, written supporting evidence to this effect from their Circuit Minister will be required.</p> <p>In the case of more applications in this category than there are places, priority would be given to children of parents or carers who regularly attend a parish church in our school's geographical catchment area, that is to say the parishes of Brant Broughton, Stragglethorpe, Beckingham and Carlton-le-Moorland, or who regularly, once a month attend a Methodist Chapel in the Circuit.</p>
Burgh-le-Marsh St Peter and St Paul Church of England Primary School	<p>Regular worshippers, defined as at least once a month at:</p> <ul style="list-style-type: none"> - St Peter & St Paul or the local Parish Church - At another Christian Church - At a place of worship of another faith <p>This will be confirmed by a signed letter from an officiating minister at the place of worship.</p>
Caistor Church of England and Methodist Primary School	<p>Religious affiliation with the Church of England or Methodist Church.</p> <ol style="list-style-type: none"> 1. Regular attendance, at least monthly must be verified by a signed letter from an officiating minister at the place of worship. 2. Regular worshippers, at least monthly at another Christian church. 3. Regular worshippers, at least monthly at a place of worship of any of the other four world faiths (Hinduism, Islam, Judaism and Sikhism).

Coleby Church of England Primary School	<p>Faith criteria will apply with priority given to children whose parents are: Regular worshippers at the parish churches in the Parish of Graffoe.</p> <p>Regular will be defined as at least once a month, and will need to be verified by a signed letter from an officiating minister at the place of worship.</p>
Dunholme St Chad's Church of England Primary School	<p>Priority will be given to regular worshippers at a church of the Church of England</p> <p>Regular will be defined as at least once a month over the past 12 months. This will be verified by a signed letter from an officiating minister at the place of worship.</p>
Edenham Church of England Primary School	<p>The school gives priority on church grounds to children who live in the Ecclesiastical parishes of Edenham ,including Grimsthorpe, Elsthorpe, Edenham and Witham on the Hill, including Manthorpe, Toft, Lound and Witham on the Hill and meet one of these criteria :</p> <ul style="list-style-type: none"> • have been baptised • or have at least one parent or guardian who attends the parish church at least three times a year • or have a parent who is on the electoral role of the parish church <p>Children who have a parent or guardian worshipping at least three times a year in any other church also have priority under this criterion.</p> <p>Evidence required The local minister or priest will be asked by the school to confirm that at least one parent or guardian has attended worship at least three times a year if priority is claimed for this reason. The school will need to see the Certificate of Baptism if priority is claimed on this ground.</p> <p>To qualify for membership of the Parish Church Electoral Role a person must be aged 16 or over and baptized in any Christian denomination and either living in the parish or regularly attending Sunday worship once a month. It is not necessary to be a communicant member of the Church of England. If you would like an application form please collect one from the parish church.</p>
Grantham Gonerby Hill Foot Church of England Primary School	<p>Priority may be given to regular worshippers at the local Parish Church of St Sebastians, Great Gonerby.</p> <p>Regular will be defined as at least once a month. This will be verified by a signed letter from an officiating minister at the place of worship.</p>
Grantham St Anne's Church of England Primary School	<p>Priority may be given in the order listed to:</p> <ol style="list-style-type: none"> 1. Regular worshippers at the local Parish Church of St Anne’s Church. 2. Regular worshippers at another Christian church. 3.Regular worshippers at a place of worship of any of the four world faiths (Hinduism, Islam, Judaism and Sikhism) <p>Regular will defined as at least once a month. This will be verified by a signed letter from an officiating minister at the place of worship.</p>
Holbeach St Mark's Church of England Primary School	<p>Priority may be given in the order listed to:</p> <ol style="list-style-type: none"> 1. Regular worshippers at the local Parish Church of St Marks C of E Holbeach St Marks. 2. Regular worshippers at another Christian church. 3.Regular worshippers at a place of worship of any of the other four world faiths (Hinduism, Islam, Judaism and Sikhism) <p>Regular will be defined as at least once a month. This will be verified by a signed letter from an officiating minister at the place of worship.</p>
Lincoln St Faith C of E Infant School	<p>Priority will be given to parents who are faithful and frequent worshippers, at least once a month at a Church of England or any Christian denomination Church, or who are regular worshippers at a place or worship belonging to any of the five other major world faiths – Islam, Judaism, Sikhism, Hinduism or Buddhism.</p> <p>Applicants will be expected to provide written evidence from their clergy of at least monthly attendance.</p>
Lincoln St Peter at Gowts Church of England Primary	<p>As we are a Church of England Voluntary Controlled School, priority will be given to children whose parents or guardians regularly worship at a Christian Church Applicants</p>

School	are asked to provide written evidence from their Priest or Minister at their discretion. The school defines regular as attendance at least monthly.
Lincoln St Peter in Eastgate CofE Infant School	In this Church of England voluntary controlled school, priority is be given to children whose parents are actual members of the St Peter in Eastgate Church The Governors require evidence of commitment of at least monthly attendance to St Peter in Eastgate church or another Christian Church in order to apply this criterion.
Louth St Michael's Church of England Primary School	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). Regular will be defined as at least once a month and this will be verified by a signed letter from an officiating minister at the place of worship.
Morton Church of England (Controlled) Primary School	Priority will be given to children whose parents are regular worshippers at a church within the Ringstone and Aveland Group of parishes. Regular will be defined as at least once a month. This will be verified by a signed letter from an officiating minister at the place of worship
Pinchbeck East Church of England Primary School	Priority may be given in the order listed to regular worshippers at the local Parish Church of St. Mary Pinchbeck. Regular will be defined as at least once a month. This will be verified by a signed letter from an officiating minister at the place of worship.
Pinchbeck St Bartholomew's CE Primary School	Priority may be given in the order listed to: 1. Regular worshippers at the local Parish Church of St Bartholomew's. 2. Regular worshippers at another Christian Church. 3. Regular worshippers at a place of worship of any of the other four world faiths (Hinduism, Islam, Judaism and Sikhism) Regular will be defined as at least once a month. This will be verified by a signed letter from an officiating minister at the place of worship.
Ropsley Church of England Primary School	The parents or carers are regular attenders in the following group of parishes - those being: Ropsley, Braceby, Sapperton, Great and Little Humby and Old Somerby, and have a letter from the parish priest of at least monthly attendance. Or resident in the above parishes but worshipping in a different church and having a letter from the parish priest. Or if recently moved into the above parishes - a letter from their previous minister.
Scamblesby Church of England Primary School	1. The child's parents are regular worshippers in a Christian church 2. The child's parents are regular worshippers at a place of worship of any of the other four world faiths (Hinduism, Islam, Judaism, Sikhism). Regular will be defined as at least once a month.
Scothern Ellison Boulter's Church of England Primary School	Priority may be given in the order listed to: 1. Regular worshippers at the local Parish Church of St Edwards or St Germain's 2. Regular worshippers at another Christian Church. 3. Regular worshippers at a place of worship of any of the other four world faiths (Hinduism, Islam, Judaism and Sikhism) Regular will be defined as at least once a month. This will be verified by a signed letter from an officiating minister at the place of worship.
Skellingthorpe St Lawrence Church of England Primary School	Priority will be given to regular worshippers at the local Parish Church of Saint Lawrence's Skellingthorpe. Regular will be defined as at least once a month. This will be verified by a signed letter from an officiating minister at the place of worship.
Stamford St Gilbert's Church of England Primary School	Children whose parents or guardian currently attend a Church of England or joint Church of England and Methodist churches on a regular basis. Applicants should obtain a letter from the minister confirming that they regularly attend the church at least once a month. Attendance relates to any church activities that take place within church.

Sutterton Fourfields Church of England Primary School	<p>Faith affiliation – priority will be given in the order listed to:</p> <ol style="list-style-type: none"> 1. Regular worshippers at the local Parish Church of Sutterton, Fosdyke, Wigtoft and Algarkirk. 2. Regular worshippers at another Christian church. 3. Regular worshippers at a place of worship of any of the other four world faiths (Hinduism, Islam, Judaism and Sikhism) <p>Regular will be defined as at least once a month. This will be verified by a signed letter from an officiating minister at the place of worship.</p>
Swineshead St Mary's Church of England Primary School	<p>Priority will be given in the order listed to:</p> <ol style="list-style-type: none"> 1. Regular worshippers at the local Parish Church of Swineshead. 2. Regular worshippers at another Christian church. 3. Regular worshippers at a place of worship of any of the other four world faiths (Hinduism, Islam, Judaism and Sikhism). <p>Regular will be defined as at least once a month. This will be verified by a signed letter from an officiating minister at the place of worship.</p>
Tattershall Holy Trinity Church of England Primary School	<p>Priority may be given in the order listed to:</p> <ol style="list-style-type: none"> 1. Regular worshippers at Tattershall Holy Trinity Church. 2. Regular worshippers at another Christian Church 3. Regular worshippers at a place of worship of any of the other four world faiths (Hinduism, Islam, Judaism and Sikhism). <p>Regular will be defined as at least once a month. This will be verified by a signed letter from an officiating minister at the place of worship.</p>
Thorpe-on-the-Hill St Michael's Church of England Primary School	<p>Priority may be given in the order listed to:</p> <ol style="list-style-type: none"> 1. Regular worshippers at the local Parish Church of St Michael's 2. Regular worshippers at another Christian Church. 3. Regular worshippers at a place of worship of any of the other four world faiths (Hinduism, Islam, Judaism and Sikhism) <p>Regular will be defined as at least once a month. This will be verified by a signed letter from an officiating minister at the place of worship.</p>