



## **ADMISSIONS POLICY**

Reviewed Annually by the Fabric Committee.

<b>Date of last Review</b>	<b>Signature</b>
<b>Autumn 2015</b>	<b>K Parsons</b>
<b>5th November 2015</b>	

**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.

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). We will then allocate remaining places in accordance with this policy.

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

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.

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

**Oversubscription criteria**

- A. Looked after children and all previously looked after children. (1)
- B. There is a brother or sister (2) on roll at the school at the time of application, or if applying for an infant school there is a brother or sister (2) on roll at the associated (3) junior school at the time of application.
- C. The child meets the religious criteria published by an individual Church of England or joint Church of England and Methodist school, (4) which has chosen to give priority on religious grounds.
- D. The school is the nearest one to the home address, as defined in note 5.
- E. The distance from the home to the school, priority will be given to the child living closest to the school, as defined in note 6.

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.

**Definitions and Notes**

1. A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

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

2016-2017 School Admissions Policy

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

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

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. **Associated Infant and Junior Schools**

<b>Infant School</b>	<b>Associated Junior School</b>
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

4. 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. In addition all applicants should complete the supplementary form which should be returned to the local authority with their application. 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

2016-2017 School Admissions Policy

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.

5. The nearest school is found by measuring the distance from your home address to all schools admitting children in the relevant year group 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 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.

6. The nearest address to the school is found by measuring the distance from your home 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.

School Name	Voluntary Controlled Schools' Church Criteria
Barrowby Church of England Primary School	Priority will be given in the order listed to: <ol style="list-style-type: none"> <li>1. Regular worshippers at the local Parish Church of All Saints Barrowby.</li> <li>2. Regular worshippers at Barrowby Baptist Fellowship.</li> </ol> Regular is 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.
Baston Church of England Primary School	Priority will be given in the order listed to: <ol style="list-style-type: none"> <li>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.</li> <li>2. Where a child is baptised and parents are regular communicant members of the Church of England at another local church.</li> <li>3. Where a child is baptised and parents are regular communicant members of the Church of England.</li> <li>4. Where a child is baptised and parents are regular worshippers at another Christian church.</li> </ol> Actual regular communicant member means receiving communion at least monthly at the place of worship for at least a year before making your application. The evidence required in all cases is a letter from the vicar or church warden at the relevant church.

2016-2017 School Admissions Policy

<p>Binbrook Church of England Primary School</p>	<p>Priority will be given in the order listed to:</p> <ol style="list-style-type: none"> <li>1. Regular worshippers at the Churches of the Binbrook Group of Parishes.</li> <li>2. Regular worshippers at another Christian Church.</li> <li>3. Regular worshippers at a place of worship of any of the other four world faiths (Hinduism, Islam, Judaism and Sikhism).</li> </ol> <p>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>Boston St Nicholas Church of England Primary School</p>	<p>Priority will be given in the order listed to:</p> <ol style="list-style-type: none"> <li>1. Regular worshippers at the local Parish Church of St Nicholas.</li> <li>2. Regular worshippers at another Christian Church.</li> <li>3. Regular worshippers at a place of worship of any of the other four world faiths (Hinduism, Islam, Judaism, Sikhism).</li> </ol> <p>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</p>
<p>Brant Broughton Church of England and Methodist Primary School</p>	<p>In Church of England Voluntary Controlled Schools, priority will 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> <p>Regular is defined as at least monthly attendance at the place of worship for at least a year before making your application.</p>
<p>Burgh-le-Marsh St Peter and St Paul Church of England Primary School</p>	<p>Priority will be given in the order listed below.</p> <p>Regular worshippers at:</p> <ol style="list-style-type: none"> <li>1. St Peter &amp; St Paul or the local Parish Church.</li> <li>2. At another Christian Church.</li> <li>3. At a place of worship of another faith.</li> </ol> <p>This will be confirmed by a signed letter from an officiating minister at the place of worship. Regular is defined as at least monthly attendance at the place of worship for at least a year before making your application.</p>
<p>Caistor Church of England and Methodist Primary School</p>	<p>Priority will be given in the order listed to:</p> <ol style="list-style-type: none"> <li>1. Regular worshippers, at least monthly at a Church of England or Methodist Church.</li> <li>2. Regular worshippers, at least monthly at another Christian church.</li> <li>3. Regular worshippers, at least monthly at a place of worship of any of the other four world faiths (Hinduism, Islam, Judaism and Sikhism).</li> </ol> <p>Regular attendance is defined as at least monthly at the place of worship for at least a year before making your application. This must be verified by a signed letter from an officiating minister at the place of worship.</p>
<p>Dunholme St Chad's Church of England Primary School</p>	<p>Priority will be given to regular worshippers at a church of the Church of England. Regular is defined as at least once a month 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>

2016-2017 School Admissions Policy

<p>Edenham Church of England Primary School</p>	<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"> <li>• have been baptised</li> <li>• or have at least one parent or guardian who attends the parish church at least three times a year</li> <li>• or have a parent who is on the electoral role of the parish church</li> </ul> <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 baptised 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>
<p>Grantham St Anne's Church of England Primary School</p>	<p>Priority will be given in the order listed to:</p> <ol style="list-style-type: none"> <li>1. Regular worshippers at the local Parish Church of St Anne's Church.</li> <li>2. Regular worshippers at another Christian church.</li> <li>3. Regular worshippers at a place of worship of any of the four world faiths (Hinduism, Islam, Judaism and Sikhism).</li> </ol> <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>Holbeach St Mark's Church of England Primary School</p>	<p>Priority will be given in the order listed to:</p> <ol style="list-style-type: none"> <li>1. Regular worshippers at the local Parish Church of St Marks C of E Holbeach St Marks.</li> <li>2. Regular worshippers at another Christian church.</li> <li>3. Regular worshippers at a place of worship of any of the other four world faiths (Hinduism, Islam, Judaism and Sikhism).</li> </ol> <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>Lincoln St Peter at Gowts Church of England Primary School</p>	<p>Priority will be given to children whose parents or guardians regularly worship at a Christian Church. Applicants are asked to provide written evidence from their Priest or Minister at their discretion. Regular is defined as at least monthly attendance at the place of worship for at least a year before making your application.</p>
<p>Lincoln St Peter in Eastgate CofE Infant School</p>	<p>Priority is to be given to children whose parents are actual members of the St Peter in Eastgate Church. In order to apply this criterion the Governors require evidence of commitment of at least monthly attendance to St Peter in Eastgate church or another Christian Church for at least a year before making your application.</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 &amp; District'. These are: St. James Parish Church, St. Michael's &amp; 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>Morton Church of England (Controlled) Primary School</p>	<p>Priority will be given to children whose parents are regular worshippers at a church within the Ringstone and Aveland Group of parishes. 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>

2016-2017 School Admissions Policy

Ropsley Church of England Primary School	<p>Priority will be given to:</p> <p>Parents or carers resident in the ecclesiastical parishes of Ropsley (with Little Humby), Old Somerby (with Great Humby), Sapperton with Braceby. And, Are regular attenders (at least monthly) in the above parishes over the previous 12 months, as supported by a letter from the Rector. Or, If, recently moved into the parishes, a different church, as supported by a letter from their previous minister.</p>
Scamblesby Church of England Primary School	<p>Priority will be given in the order listed below:</p> <ol style="list-style-type: none"> <li>1. The child's parents are regular worshippers in a Christian church.</li> <li>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).</li> </ol> <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>
Skellingthorpe St Lawrence Church of England Primary School	<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>
Sutterton Fourfields Church of England Primary School	<p>Priority will be given in the order listed to:</p> <ol style="list-style-type: none"> <li>1. Regular worshippers at the local Parish Church of Sutterton, Fosdyke, Wigtoft and Algarkirk.</li> <li>2. Regular worshippers at another Christian church.</li> <li>3. Regular worshippers at a place of worship of any of the other four world faiths (Hinduism, Islam, Judaism and Sikhism).</li> </ol> <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>
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"> <li>1. Regular worshippers at the local Parish Church of Swineshead.</li> <li>2. Regular worshippers at another Christian church.</li> <li>3. Regular worshippers at a place of worship of any of the other four world faiths (Hinduism, Islam, Judaism and Sikhism).</li> </ol> <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>
Tattershall Holy Trinity Church of England Primary School	<p>Priority will be given in the order listed to:</p> <ol style="list-style-type: none"> <li>1. Regular worshippers at Tattershall Holy Trinity Church. 2.Regular worshippers at another Christian Church.</li> <li>2. Regular worshippers at a place of worship of any of the other four world faiths (Hinduism, Islam, Judaism and Sikhism).</li> </ol> <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>
Thorpe-on-the-Hill St Michael's Church of England Primary School	<p>Priority will be given in the order listed to:</p> <ol style="list-style-type: none"> <li>1. Regular worshippers at the local Parish Church of St Michael's.</li> <li>2. Regular worshippers at another Christian Church.</li> <li>3. Regular worshippers at a place of worship of any of the other four world faiths (Hinduism, Islam, Judaism and Sikhism).</li> </ol> <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>

## 2016-2017 School Admissions Policy

West Pinchbeck St Bartholomew's CE Primary School	Priority will be given in the order listed to: <ol style="list-style-type: none"><li>1. Regular worshippers at the local Parish Church of St Bartholomew's.</li><li>2. Regular worshippers at another Christian Church.</li><li>3. Regular worshippers at a place of worship of any of the other four world faiths (Hinduism, Islam, Judaism and Sikhism).</li></ol> 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.
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### **Reserve List**

For admission into the intake years, reception or year 3 at a junior school 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 of Practice. 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 of Practice requires that schools 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 the school if the governors keep a reserve list. If they do it will be kept in the order of the oversubscription criteria. 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.

### **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 service personnel, and Crown Servants returning from abroad we have adopted the following arrangements.

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:

- 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.

Section 2.15 (f) of the School Admissions Code 2014 makes an exception to the Infant Class Size Regulations for Services Children needing to apply for school places outside the main admissions round.

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:

- That child is entitled to a full-time place in the September following their fourth birthday;
- 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;
- Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.
- Parents interested in deferring admission or arranging part-time attendance must contact the school to discuss this.
- 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 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.

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.

## 2016-2017 School Admissions Policy

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