



LINCOLN ANGLICAN  
ACADEMY TRUST  
DIOCESE OF LINCOLN



## Admissions Policy 2018

# Edenham C of E Primary School

Church schools serving their communities through excellence, exploration and encouragement within the love of God.

The diocese of Lincoln is called to faithful worship, confident discipleship and joyful service and our church schools bear witness to our belief that every child is made in the image of God and loved by Him. They were founded for the good of their local communities so that children can be educated through the values and stories of Christianity.

Policy Owner: Executive Head Teacher

Policy Date: September 2018

Policy Review Date: September 2019

*Excellence    Exploration    Encouragement*

## Contents

Admission Applications.....	1
1. Looked after children.....	1
2. Sibling.....	1
Twins and other siblings from a multiple birth.....	2
Other brothers and sisters in the same year group.....	2
3. Nearest school.....	2
4. Increasing order of straight-line distance.....	2
Home Address.....	2
Reserve List.....	3
Appeals.....	3
Midyear Admissions.....	3
Fair Access.....	3
Children of UK Service Personnel (UK Armed Forces).....	3
Fraudulent or Misleading Applications.....	4
Admission of Children Below Compulsory School Age.....	4
Admission of Children outside their Normal Age Group.....	5

## Admission Applications

Arrangements for applications for places in the Reception class are made in accordance with Lincolnshire County Council's co-ordinated admission arrangements. Lincolnshire residents can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions), by telephone or by requesting a paper application. Residents in other areas must apply through their home local authority. 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 in September, we will allocate places to parents who make an application within Lincolnshire County Council application deadline before we consider any parent who has not made one.

The oversubscription criteria are listed in the order we apply them. Definitions of terms indicated by numbers are given separately below:

1. Looked after children and all previously looked after children (1)
2. A sibling attending the school at the time of application or who will be attending the school at the expected time of admission (2)
3. Nearest school, measured by straight-line distance (3)
4. 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 who is 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; however, it is not possible to guarantee this.

### 1. 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.

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. Sibling

A sibling 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.

*Excellence Exploration Encouragement*

A 'sibling' is defined as:

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

#### *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 child can be admitted within the Published Admission Number, the school will be allowed to go above its admission number to admit the sibling twin (or siblings from the same multiple-birth), unless this would make the class too large. The government's school admissions code does make an exception to the infant class limit in this situation.

#### *Other 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 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 does not make exceptions to the infant class size limit for siblings in the same year group, who are not twins or from the same multiple-birth. We will offer the parent one place for one child and a different school will be offered by the local authority for the other child or children.

### 3. Nearest school

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. Increasing order of straight-line distance

Increasing order of straight-line distance 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.

*Excellence Exploration Encouragement*

## Reserve List

For admission into Reception, the school will keep a waiting list which we call a reserve list. If a child is refused a place at a school the child is automatically put on the reserve list, unless the child has 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 school's Admissions Panel does not take account of the time a child has been on the list.

For the intake year, the list is kept by the school 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, parents should contact the school for information about the reserve list.

Schools are not required to keep any lists for any other year groups. If a parent wishes a child to join the school at other times, they can ask the school if it keeps a reserve list. If it does, it will be kept in the order of the oversubscription criteria. As with the Reception year, the school's Admissions Panel does not take account of the time the child has been on the list.

## Appeals

The procedures for appeals relating to admissions will be in accordance with all relevant legislation. The decision of the independent appeal panel is binding on all parties.

## Midyear Admissions

The school's Admissions Panel 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 applicants will be told of the independent appeal system.

Parents can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://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 school's Admissions Panel will:

- 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.

*Excellence    Exploration    Encouragement*

- Accept a Unit postal address or quartering area address for admissions purposes for a service child.

The school's Admissions Panel 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, the school will aim to remove any disadvantage to the children of UK Service personnel.

The school's Admissions Panel 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. This is because we must only allocate places based on the criteria and must not admit a Service child ahead of another child with higher priority under the criteria.
- The prejudice from admitting an extra child would be excessive.

The school's Admissions Panel has discretion to admit above the admission number in these circumstances but is not obliged to do so. The school needs the notice of posting or official government letter and posting address before it can consider an application under these arrangements. The school allocates a place 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

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

*Excellence    Exploration    Encouragement*

### 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:

- The parent's views
- Any available information about the child's academic, social and emotional development
- Where relevant, the child's medical history and the views of a medical professional
- Whether the child has 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 Executive Head Teacher