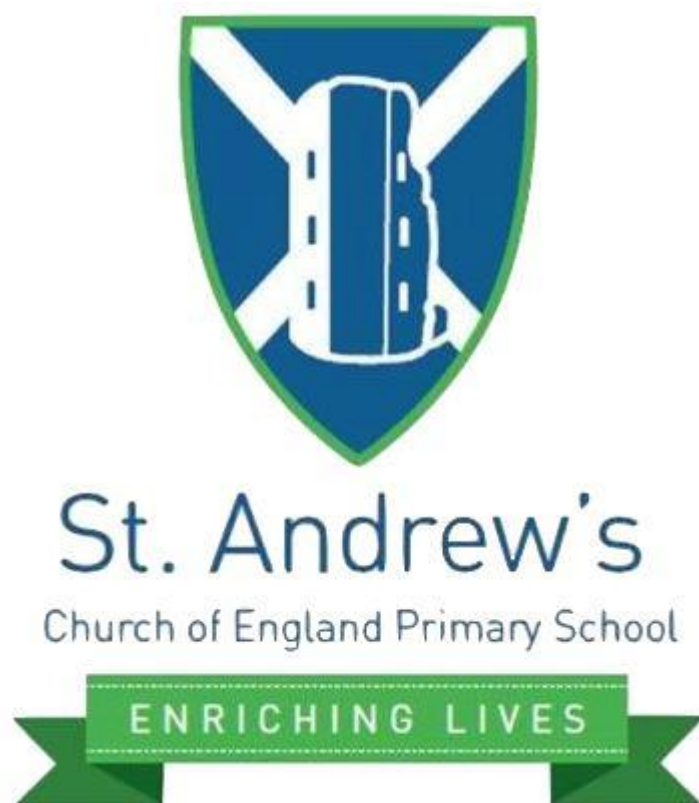


Admission Policy (for Admission in 27/28)



Our Vision.....

We believe that every person in our school community should flourish and broaden their horizons. Therefore, it is the element of 'enrichment' that defines our school; we are a church school that endeavours to provide the widest of opportunities for all.

Within our caring and nurturing environment and guided by our shared Christian values, we aim to ensure that all voices in our school family can be heard and all are engaged in learning that develops and challenges them, excites their imagination and provides an opportunity to achieve their full potential.

We see everyone and everything as valued in the eyes of God and recognise that all the members of our family are individuals as we work together towards a society of mutual respect, compassion and justice.

Even the smallest person can change the course of the future."

..... JRR Tolkien

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1. Introduction

1.1 St Andrew's C.E. Primary School is an inclusive school that welcomes children from all backgrounds and abilities. All applications will be treated on merit and in a sensitive manner. The level of ability of a child or any special needs that he/she may have plays no part in the Admissions Policy of this School. It is our wish to allow parents the right to have a place at the school of their choice; however, this is not always possible owing to the excess demand on the school places available. The published admission number is 42.

1.2 As our School is an Academy, and the school determines the admission arrangements in agreement with the Local Authority. The Governors are the "Admissions Authority" for the School.

1.3 The School will admit for entry in September those children who will be 5 years old in the period 1st September to 31st August.

1.4 Arrangements for applications for places in (YR) at St Andrew's Church of England Primary School will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements; parents/carers resident in Lincolnshire can apply online at:

www.lincolnshire.gov.uk/schooladmissions,

1.5 Parents/carers can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents/carers resident in other areas must apply through their home local authority. St Andrew's Church of England Primary School will adhere to the timescales outlined in the Lincolnshire County Council Co-ordinated admissions scheme for these applications and the relevant Local Authority will make the offers of places on our behalf as required by the School Admissions Code (2021).

1.6 The timetable is available at:

www.lincolnshire.gov.uk/schooladmissions,

1.7 This form should be lodged with the Local Authority by their published date in January for entry in the following September.

1.8 Pupils reach statutory school age at the beginning of the term following their fifth birthday and at St Andrew's, as with most Lincolnshire school, pupils are generally admitted in the preceding September. Parents can request that the date their child is admitted into school is deferred until later in the year or until the child reaches compulsory school age. In this case, pupils will normally be admitted at the start of a school term. If parents of summer born rising fives wish to defer their admission until they reach statutory school age, admission may be considered for Year 1, their appropriate year group. Parents may also request that their child attends part-time until the child reaches compulsory school age.

1.9 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. However, an infant class can only exceed 30 children where the code makes an exception. Parents/carers can apply online at:

www.lincolnshire.gov.uk/schooladmissions,

1.10 Application may also be made by telephone, or ask for a hard copy application form, by telephoning 01522 782030.

2. Fraudulent applications / Withdrawing Offers

2.1 We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly. As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or

provided misleading information, for example if a false address was given which denied a place to a child with a stronger claim. If a place is withdrawn, the application will be considered afresh, and you will be advised of your right of appeal if a place is refused.

3. Over Subscription Criteria

3.1 The School will meet its statutory duty to fair access and will also admit a child with an Education, Health Care Plan (Children and Families Act 2014) where the School is named, and thereafter in the case where applications exceed places, the following over-subscription criteria will be used to allocate places in the following priority order:

- (i) the Governors will meet their legal obligations towards children who are in public care and children who were in public care but who have ceased to be so because they have been adopted or become subject to a residence order or special guardianship order, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- (ii) pupils who have a sibling currently attending the School who will still be attending when the child is due to start
- (iii) pupils where this is the nearest state funded, non selective, mainstream school to the child's address; this is calculated by Lincolnshire County Council school admissions team.
- (iv) those pupils who live the closest to school in terms of distance.

3.2 The oversubscription criteria are listed in the order we apply them. If it is necessary to distinguish between more than one applicant in any criteria, the next criteria will be applied until the tie-breaker is used.

4. Final Discriminator

4.1 In the unlikely event that distance does not resolve the matter and if two or more children are tied for the last place at the school, a lottery will be drawn by an independent

person, not employed by the school or working in Children's Service Directorate at the local authority.

5. Exceptional Situations

5.1 Twins and other siblings from a multiple birth - In these cases all the children will be considered together as one application. The school will admit all the children, unless this would make the class too large and prejudice the education of the other children. The government's school admissions code makes an exception to the infant class limit in this situation.

5.2 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 admit all the children unless this would make the class too large and prejudice the education of the other children or in cases where infant class regulations prevent this from happening. If this happens the school can only legally offer one place because the government's school admissions

5.3 Service Personnel Children - For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- Process an application in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address to use when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child, where the parent requests this.

5.3.1 The Governors will not refuse a service child a place because the family does not have an intended address or does not yet live in the area.

5.3.2 Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the school for more details.

5.3.3 For late intake applications and in year applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The governors will consider whether:

- An application from that address would normally succeed in an oversubscribed year
- There is any child on the reserve list with higher priority under the oversubscription criteria
- The prejudice from admitting an extra child would be excessive.

5.3.4 The governors have discretion to admit above the admission number in these circumstances if they wish, but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

6. Fair Access Protocol

6.1 Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live within the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Students allocated under fair access protocols will take precedence over those on a waiting list. St Andrew's C.E. Primary School will participate in Lincolnshire County Councils the fair access protocol.

7. Reserved List

7.1 For admission into the intake year the admission authority for St Andrew's C.E. Primary School will operate a reserve list. In the normal admissions round if we refuse a place

at our school your child is automatically placed on the reserve list, unless you have been offered a higher preference school.

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

8. In Year Admissions

8.1 All applications for in year admission should be made through the Local Authority. Please note, applications are not made to the child's home Local Authority for in year admissions, but the LA in which the school is situated. If a place is refused, parents/carers will be informed of their right of appeal.

9. Admission of Children Outside Normal Age Group

9.1 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.

9.2 In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

9.3 Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow. Parents resident in Lincolnshire should call 01522 782030 or email schooladmissions@lincolnshire.gov.uk for advice on the procedure to follow.

9.4 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. St Andrew's C.E. Primary School will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

9.5 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 Headteacher.

10. Publishing Admissions Arrangements and Right to Appeal

10.1 The School will publish the admissions arrangements on both the school's and Local Authority's website. If parents wish to appeal against a decision to refuse entry, they can do so by applying in writing to the Clerk to the Governors at the school address, as soon as possible. An independent appeals panel will hear your appeal, and the decision of the Panel will be binding on the school and the parent/carer.

11. Notes

Please note under the terms of this Policy the following applies:

- A 'looked after child' (oversubscription criteria i) - is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise

of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

- Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement 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).

- Parental Responsibility - a parent is defined as a person who has parental responsibility or care of the children as defined in the 1989 Children Act or as defined for these purposes in Section 575 of the Education Act 1996

- Home address - is considered as the address where the child lives for the majority of term time with a parent (as defined in section 576 of the Education Act 1996) 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 accepted for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at two addresses during school term time with a parent, they can choose which address to use on the application. If a parent has more than one home, we will accept the address where the parent and child normally live for the majority of the school term time as the home address

- Sibling (oversubscription criteria ii) - is either a full brother or full sister, whether or not resident in the same household. A sibling may also be defined as 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 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.
- Nearest state funded school (oversubscription criteria iii) – this is deemed to be the nearest state funded, non selective school to the child's address admitting children to the relevant year group; this is calculated by Lincolnshire County Council school admissions team by Lincolnshire County Council school admissions team from the Post Office Address Point of the home to the Post Office Address Point of the school.)using straight line distance to three decimal places e.g.1.234 miles.
- Distance (oversubscription criteria iv) - this is determined to be straight line distance as calculated electronically to three figures after the decimal point (eg 1.543 miles) by Lincolnshire County Council school admissions team from the Post Office Address Point of the home to the Post Office Address Point of the school.)