

LANGTOFT PRIMARY SCHOOL

Admissions Policy

Article 28 (Right to education): Every child has the right to an education. Primary education must be free...

1 Introduction

- 1.1 The purpose of this policy is to outline in an open and fair way the policies and procedures used to determine the admission of pupils to Langtoft Primary School.
- 1.2 Lincolnshire County Council has delegated to the governing bodies of individual community and voluntary controlled schools the decisions about which pupils to admit. Every community and voluntary controlled school must apply the County Council's policy when dealing with applications.
- 1.3 Arrangements for applications in the normal year of intake (reception in primary school) will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements.

2 Making an application

- 2.1 Lincolnshire residents can apply online at www.lincolnshire.gov.uk/schooladmissions, by telephone on 01522 782030 or by requesting a paper application. Residents in other areas must apply through their home local authority. Langtoft Primary School as a community school will use the Lincolnshire County Council's co-ordinated scheme published online for these applications and the relevant Local Authority will make the offer of places on their behalf as required by the School Admissions Code (2014).
- 2.2 Attending a nursery or pre-school does not give any priority within the oversubscription criteria for a place at school. Parents/carers must make a separate application for the transfer from nursery/pre-school to our school.
- 2.3 For entry into reception (the Foundation Stage class) in September places will be allocated by the County Council to parents/carers who make an application before consideration is given to any parent/carer who has not made one.
- 2.4 **Children with an Education and Health Care Plan**

In accordance with the relevant legislation, the allocation of school places for children with an Education, Health and Care Plan (EHCP) where the school is named will take place first. Remaining places are allocated in accordance with this policy.

3 Oversubscription Criteria

3.1 The intended overall effect of the 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.

3.2 The oversubscription criteria are listed in the order they are applied by the County Council. Words marked with a number, for example (1), are explained separately in section 3.4 **Definitions and notes**. 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.

- A. Looked after children and all previously looked after children (See **Definitions and notes 1**)
- B. Children with 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. (See **Definitions and notes 2**).
- C. Children for whom this school is the nearest school to the home address: measured by straight line distance (See **Definitions and notes 3**).
- D. Distance of the home address to the school. Places will be allocated to those living nearest the school first. (See **Definitions and notes 4**).

3.3 If it is not possible to distinguish between one or more applicants for the last remaining place(s) then a lottery of those pupils will be drawn by an independent person, not employed by the school or working in the local authority children's services directorate to allocate the last remaining place(s).

3.4 **Definitions and notes.** 'We' is to be read as the County Council.

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. A **brother or sister** is:

- 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

In all cases both children must live at the same address.

3. The **nearest school** is found by measuring the straight line distance from the child's home address to all state funded mainstream schools admitting children in the relevant year group. Measurements are calculated electronically by Lincolnshire County Council's admissions software from the Post Office address point of the home address to the Post Office address point of the school. Distance is measured to three decimal places, for example, 1.256 miles.
4. The distance to the school is found by measuring the **straight line distance** from the child's home address to the school. Measurements are calculated electronically by Lincolnshire County Council admissions software from the Post Office address point of the home address to the Post Office address point of the school. Distance is measured to three decimal places, e.g. 1.256 miles.

3.4 Home Address

The 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.

We do not take into an account an intention to move when considering a home address unless this is for members of the UK armed forces or a returning crown servant as outlined in the relevant section below.

3.5 Twins and other siblings from a multiple birth

If twins or multiple birth children are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children. Multiple birth children are 'excepted pupils' to infant class limits if allocated in this way.

Brothers and sisters in the same year group

If brothers and sisters in the same year group are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children or when this would breach infant class size limits. Siblings in the same year group are not 'excepted pupils' to infant class limits.

4 Reserve list

- 4.1** For admission into reception (Foundation Stage class) where the school is oversubscribed, the governors will keep a waiting list which is called a reserve list. If a parent is not given a place for their child at a school their child is automatically added to the reserve list of the school unless they have been offered a higher preference school. This list is in accordance with the oversubscription criteria and therefore names can move up and down the list depending on the number of applicants and where they are ranked against the oversubscription criteria. No account is taken of the amount of time a name has been on the list.
- 4.2** All community and voluntary controlled schools keep reserve lists for all oversubscribed year groups. For intake years the list is kept by the school admissions team until the end of August of the admitting year. It is then passed to the school who will keep the list to the end of the school year. Schools will clear the reserve list at the end of each school year. If a parent wishes their child to be placed on the reserve list after August of the admitting year or after the list has been cleared at the end of each year they should contact the school directly.
- 4.3** If circumstances change, parents must let the school know so that it can rank the list accurately and allocate places in accordance with the oversubscription criteria. If parents do not wish to be added to the reserve list they must inform the school or the admissions team if the change relates to an application for an intake year and it is before 1 September of the admitting year.

5 Appeals

- 5.1** In all cases where a place is refused at a school the applicant will be informed of their right of appeal to an independent panel. The decision of the independent panel is binding on all parties. Details of how to appeal a decision to refuse admission will be communicated to the applicant at the time of the refusal and will also be available on the Lincolnshire County Council website.

6 In-year admissions

- 6.1** Parents can apply through the parent portal online at

www.lincolnshire.gov.uk/schooladmissions, or request a paper application.

- 6.2** The governors will accept admissions up to the Published Admission Number (PAN) into all year groups unless the governors are concerned that this would cause an infant class to be unlawfully large or prejudice to the provision of efficient education or the efficient use of resources. In these cases they may seek to refuse admission although the year group has not reached the school's PAN. The final decision to refuse places in this way will be made by County Council officers.

If there are more applications than places for a particular year group the oversubscription criteria as detailed above will be used to distinguish how the places will be allocated. In all cases where a place is refused at a school the applicant will be informed of their right of appeal to an independent panel.

7 Fair Access Protocol

- 7.1** The purpose of the Fair Access Protocol is to ensure that unplaced children, especially the most vulnerable, are offered a place quickly when applying outside of the main admissions round so that the amount of time any child is out of school is kept to the minimum. Governing Bodies of voluntary controlled and maintained schools (on behalf of Lincolnshire County Council as the admissions authority) will participate in the Lincolnshire County Council Fair Access Protocol (FAP). This includes admitting children above the published admissions number to schools that are already full where this is appropriate. Children allocated under the Fair Access Protocol will take precedence over children on the reserve list.

8 Fraudulent or Misleading Applications

- 8.1** The admission authority have the right to investigate any concerns they may have about an application and to withdraw the offer of a place if it is considered there is evidence that a fraudulent claim has been made or misleading information has been provided, for example, a false address was given which denied a place to a child with a stronger claim.
- 8.2** The admission authority reserve the right to check any address and other information provided so that they can apply the oversubscription criteria accurately and fairly.

9. Children of UK Service Personnel (UK Armed Forces)

- 9.1** In order to support the military covenant aimed at removing disadvantage for UK service personnel (UK Armed Forces), and Crown Servants returning from abroad, the following arrangements will apply;

- 9.2** If an application is supported by an official letter declaring a posting and a relation date then an intention to move to a confirmed address or quartering within the UK will be accepted for a child for the purposes of implementing the oversubscription criteria.
- 9.3** Where an application is not supported by an official letter declaring a posting and relocation date, or is not being made due to a new posting then the child's current address will be used to examine the application against the oversubscription criteria until the child is formally resident in the new address.
- 9.4** Proof of intended occupation of the residential address such as mortgage statement, exchange of contracts or signed tenancy agreement will be required. For applicants participating in the Future Accommodation Model trial, a letter accepting an address under the scheme will be accepted if a signed tenancy agreement cannot be provided.
- 9.5** An offer may be withdrawn if a child does not reside at the address listed on the application form if the school is oversubscribed and use of an incorrect address has resulted in a place being denied to another child who would otherwise have been offered the place.
- 9.6** If a confirmed address cannot be provided and a family have provided the required proof of posting, a unit postal address will be accepted for the purposes of operating the oversubscription criteria. This will be for the base to which the parent has been posted.
- 9.7** In all cases where an applicant is considered after national offer day of the admitting year and parents can demonstrate that the child is a child of a crown servant returning from abroad or is a child of a serving member of the armed forces, the governors will consider whether to offer a place at a school even if the school has reached its official PAN. When making the decision whether to offer over PAN the governors will consider the circumstances of each case including,
- If the applicant would have been offered a place had they applied on time in the admissions round of the year of entry,
 - Whether there is any child on the reserve list with higher priority under the oversubscription criteria,
 - Whether admission of a further student would prejudice the efficient education and efficient use of resources and this prejudice would be excessive,

The Governors have discretion to admit above the admission number in these circumstances but they are not obliged to do so. If a place is refused, parents will be informed of their right of appeal.

10 Deferring admission and part time attendance

- 10.1** 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 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 must reapply through the In-year process and risk losing the offered school place if the school is oversubscribed or becomes oversubscribed in the school year.

11. Admission of Children outside of their Normal Age Group

11.1 Children are typically allocated places according to their chronological age but 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 issues such as ill health. 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 in September 2022. Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow.

11.2 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 taking into account:

- 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 head teacher of the school concerned
- If the child enters school for the first time at statutory school age, would it be in the child's best interest to join Reception or Year 1.

11.3 Parents will be informed of the decision in writing setting out clearly the reasons for the decision. In the case of those requesting delayed admission, if this is agreed, the parents/carers must decide whether to withdraw their application and apply in the next admissions round or proceed with an offer for 2021 admission. The school admissions team will notify the parents of whether the request has been agreed before national offer day if the request is submitted by 15 January of the admitting year. Parents will

not be aware at that stage which school has been allocated, only that the school agrees in principle to an out of cohort request. In all other cases, the decision will be notified to parents as soon as possible after national offer day.

If the request is refused, parents must decide whether to accept the offered place for Reception 2021 or refuse it and make an in year application for Year 1 in June 2022. The decision made one school is not binding on any other school and therefore schools may come to different decisions based on the information submitted.

12 Review

- 12.1** This policy will be reviewed annually by the full governing body in line with Local Authority admission arrangements.