



ADMISSIONS POLICY 2017-18

Kirkby on Bain Church of England Primary School aims to provide an education underpinned by Christian values.

The school has voluntary aided status and, as such, is its own admission authority. Governors will meet their legal obligation to children with special educational needs and disabilities and those “looked-after” by the local authority. 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). Remaining places will be allocated in accordance with this policy. Evidence is accepted from relevant medical or social services bodies. We reserve the right to investigate information submitted as part of the application.

Reception year

The school operates an annual intake of pupils into the reception class in the September following their fourth birthday. The Planned Admission Number (PAN) for each year group is 15. Applications by parents/carers for admission in September 2016 can be made online at **www.lincolnshire.gov.uk/schooladmissions**, by telephoning 01522 782030 or by requesting a paper application using the same telephone number. Information packs regarding the application process are available from the school. Where we have offered a child a place at our school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) 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 two terms (terms 5 and 6) of the school year for which it was made, whichever is the sooner;
- c) 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 should 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.

Where there are more applications than places available, the governors will admit pupils according to the following criteria, in order of priority. All children will be considered equally at the time the allocations are made. In the event of applications for admissions to other year groups the same criteria will be used.

Over-subscription criteria

If there are more children seeking admission than available places, the following over-subscription criteria will be used to allocate places:

- A. The child is in the care of the local authority or has previously been in care.
- B. There is a brother or sister on roll in school at the time of application.
- C. The school is the nearest one to the home address as calculated by Lincolnshire County Council school admissions team
- D. The distance from the home to the school, priority will be given to the child living closest the school as calculated by Lincolnshire County Council school admissions team

Definitions and notes

1. Looked after children and all previously looked after children.

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).

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. 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 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 and other siblings from a multiple birth, all 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, 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.

In the case of 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 for one child.

3. The nearest school is calculated by Lincolnshire County Council's school admissions team. The distance is measured by electronic means from the post office address point of the home to the post office address points of schools to identify which is the one nearest to the home address. The measurement is by straight line distance.

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. 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 straight line distance, to school. 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.

4. The nearest address to school is based on distance as calculated by the Lincolnshire County Council school admissions team from the post office address point of the home to the post office address point of the school.

If any of the over-subscription criteria have too many applicants then the tiebreak will be by distance. If two or more children are tied for the last place 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.

Reserve lists

For admission into reception, if an application is unsuccessful, the child's name will automatically be placed on a reserve list (waiting list). This list is kept by the County Council's School Admission Team until 31 August and then held by the school until the end of the academic year. This list is strictly in the order of the school's published over-subscription criteria. The length of time the child's name is on the reserve list is not taken into account.

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 over-subscription criteria are applied and before anyone is considered from the

reserve list. The local authority will ensure that such children are shared out to make sure no one school has to take too many of these children.

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. Kirkby on Bain CE Primary School will make decisions 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, 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

Mid year admissions

Parents wishing to apply for a place during the school year, in any year group, will need to do so through the Lincolnshire County Council School Admissions Team online at www.lincolnshire.gov.uk/schooladmissions or by telephoning 01522 782030.

The governors will accept admissions into all year groups if there are places. If there are more applications than places, then the over-subscription criteria will be used to decide who should be offered the place. If the school is unable to offer a place, parents/carers may put their child's details onto a mid-year reserve list which is maintained by the school. The child's details will remain on this list until the end of the academic year. Parents/carers should contact the school again in the new academic year if they wish for their child to remain on the list beyond that point. This list is strictly in the order of the school's published over-subscription criteria. The length of time the child's name is on the reserve list is not taken into account.

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 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 or quartering area address. This address will be used 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.

The Governors 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 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.

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.

Right of appeal

Parents/carers who are not offered a place for their child have a right to appeal to an independent appeal panel under the 1980 Education Act. Parents/carers wishing to appeal should make a request in writing to the clerk to the governors at the school address. The letter requesting an appeal should reach the clerk within 14 days of the date of notification of the decision.

Fraudulent or misleading applications

As an admission authority we have the right to investigate any concerns we may have about an application and to withdraw the offer of a place if we consider there is evidence that a fraudulent claim has been made or misleading information provided, 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 over-subscription criteria accurately and fairly.

Review

This policy will be reviewed annually with the admissions authority in the light of any changed circumstances in our school or the local area or new government legislation.

Signed _____ (Headteacher)

Signed _____ (Chair of Governors)

Date October 2015

Review date: October 2016