

# LANGTOFT PRIMARY SCHOOL

## Admissions Policy

### 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. Section 1 is for admission to the reception (Foundation Stage) class; Section 2 is for admission in to all other year groups (and reception from 1 January 2017), referred to as mid-year admissions; Section 3 is for the admission of pupils outside their normal age group.
- 1.2 The Local Authority (Lincolnshire County Council) has delegated to individual community and controlled schools the decisions about which pupils to admit. The schools must, however, apply the Local Authority's Admissions Policy in every respect.
- 1.3 If the number of children applying for entry exceeds the places available, the procedure set out in the Oversubscription Criteria section below (paragraphs 3.1 and 3.2) is enforced. This follows Lincolnshire County Council's oversubscription criteria.
- 1.4 It is the school's wish to allow parents/carers the right to have a place at the school of their preference. However, this is not always possible, due to the excess demand on places available at the school.
- 1.5 Langtoft Primary School has a planned admission number (PAN) of 30 in each year group. The *School Admissions Code* (DfE, December 2014, section 2.15) states that 'infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school) **must not** contain more than 30 pupils with a single school teacher.' In exceptional circumstances additional children may be admitted. Such an 'excepted pupil' is defined in the *School Admissions Code* (DfE, December 2014, section 2.15)

### 1.6 Children with an Education and Health Care Plan

In accordance with the Children and Families Act 2014, the allocation of school places for children with an Education and Health Care Plan where the school is named will take place first, before other places are allocated as part of the annual process of admissions in to the reception (Foundation Stage) class.

## Section 1

### 2 Entry to the Foundation Stage (Reception) class

- 2.1 Arrangements for applications for places in Reception will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements. Lincolnshire residents can apply online [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.

- 2.2** For entry into reception (the Foundation Stage class) in September places will be allocated by the Local Authority to parents/carers who return an application before consideration is given to any parent/carer who has not returned one.

### **2.3 Admission of Children below Compulsory School Age**

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 can request a part time placement until the term after the child's fifth birthday. They can also defer entry until later in the school year.

## **3 Oversubscription Criteria**

- 3.1** The oversubscription criteria are listed in the order they are applied by the Local Authority. Words marked with a number, for example 1, 2 and 3 are explained separately in the definition and notes section.

- A. The child is in the care of the local authority (Looked After) or had previously been in care (Previously Looked After). (1)
- B. 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. (2).
- C. The school is the nearest one to the home address, as measured by straight line distance (3).
- D. The distance from the home to the school in increasing order of straight line distance. Priority will be given to the child living closest the school (4).

- 3.2 Definitions and notes.** 'We' is to be read as the Local Authority.

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** 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. 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 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. 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, for example, 1.256 miles.
4. The **nearest address to the school** is 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, for example, 1.256 miles.

### 3.3 Home Address

By home, it is meant 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, the home address will be taken as the address where the parent and child normally live for the majority of the school term time. An intention to move is not taken into account.

- 3.4** If any of the oversubscription criteria have too many applicants then the tiebreak will be by distance using the method in note 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, not employed by the school or working in the Local Authority Children's Service Directorate.

#### **4 Reserve list**

- 4.1** For admission into reception (Foundation Stage class) the governors will keep a waiting list which is called a reserve list. If a parent is not given a place at their first preference school their child is automatically put on the reserve list unless they have 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 governors do not take account of the time a name has been on the list.

Names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. The list is kept by the Schools Admission Team until the end of August 2017. After this Langtoft Primary School will keep the reserve list until 31 December 2017.

- 4.2** Schools are not required to keep any lists for any other year groups. The governors of Langtoft Primary School have decided to keep a reserve list for all year groups. The list will be kept in the order of the oversubscription criteria. The list will be cleared at the end of each academic year. A parent wishing to remain on the reserve list would need to inform the school at the start of the new academic year.

#### **5 Appeals**

- 5.1** 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 appeal panel is binding on all parties.

### **Section 2**

#### **6 Mid-year admissions**

- 6.1** 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. Parents can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions)

### **Section 3**

## **7 Admission of Children outside their Normal Age Group**

**7.1** 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

## **8 Fair Access**

**8.1** 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.

## **9 Children of UK Service Personnel (UK Armed Forces)**

**9.1** In order to meet the government's military covenant aimed at helping UK service personnel, and Crown Servants returning from abroad, the following arrangements have been adopted.

**9.2** 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.

**9.3** 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 the aim will be to remove any disadvantage to UK service personnel (UK Armed Forces).

**9.4** 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. This is because places must only be only allocated based on the criteria and a Services child must not be admitted ahead of another child with higher priority under the criteria.
  - The prejudice from admitting an extra child would be excessive.
- 9.5** The Governors have discretion to admit above the admission number in these circumstances if they wish, but are not obliged to do so.
- 9.6** The Local Authority will need the notice of posting or official government letter and posting address before considering an application under these arrangements. A school is allocated as soon as possible by applying the policies and practices that are normally followed.

## **10 Fraudulent or Misleading Applications**

- 10.1** 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.
- 10.2** 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.

## **11 Review**

- 11.1** This policy will be reviewed annually by the full governing body in line with Local Authority guidance.