



Learning through *Exploration*
Reaching Our Full *Potential*
Inspiring the *Future*
Explore, Achieve, Inspire

LEADENHAM CHURCH OF ENGLAND PRIMARY SCHOOL

ADMISSION TO SCHOOL POLICY 2016-2017

This policy was agreed at a meeting of the Full Governing Body on the _____.

This Policy will be reviewed as necessary and at least annually.

Headteacher _____

Chair of Governors _____

The statutory published admission number is 8 children.

The Governing Body of Leadenham CE Primary School provides for the admission of all children in the September following their fourth birthday.

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 term 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 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.

Process of Application for the Normal Intake Year

Arrangements for applications for places in Reception at Leadenham CE Primary School will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements; parents resident in Lincolnshire can apply online at www.lincolnshire.gov.uk/schooladmissions, they can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. Leadenham CE Primary School 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: Statements of Special Educational Needs (this is in accordance with the Education Act 1996) or Education, Health and Care Plan (Children and Families Act 2014.) Remaining places will then be allocated in accordance with this policy.

If applicants exceed places the Governing Body will allocate places using the oversubscription criteria below in the order given:

1. Looked after children and all previously looked after children.
2. Either a brother or sister already attending the school at the time the child is due to start (see definition of "sibling" below).
3. Residents of Leadenham, Fulbeck, Brauncewell.
4. The distance from home to the school, priority will be given to the child living closest to the school.

Final Tiebreaker

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.

Fair Access Protocols

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.

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 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.

Leadenham 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

Children of UK Service Personnel (UK Armed Forces)

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:

- Allocate a place 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 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.

The Governors will not refuse a service child a place because the family does not currently live in the area.

Reserve List

For admission into the intake year the governors will keep a waiting list which we call a reserve list.

If we have to refuse a place at our school your child is automatically put on the reserve list, unless you 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 under the oversubscription criteria. The governors must not take account of the time you have been on the list.

For the intake year the list is kept by the Schools Admission Team until the end of August. After this the school admissions code requires that schools keep the reserve list until the end of the autumn term. The school does not operate a reserve list after this time. A reserve list is not kept for any other year group. Please contact the school for further information.

Definitions

1. Children in Public Care

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. Brothers and Sisters

We will include a full brother or sister, whether or not resident in the same household; another child normally resident for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in the 'Children Act 1989'.

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.

3. Residency:

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.

4. Religion

Churches together in England website can be found at:

<http://www.churches-together.net/Groups/42314?Home.aspx>

This lists all those Churches currently in membership.

5. Distance

Priority will be given to the child living closest to the school.

The nearest address to the school is found by measuring the distance from your home address to the school by straight line distance (as the crow flies). We do not measure to any other schools. Distance is measured electronically using the post office address point of the home to the post office address point of the school.

Appeals

Parents have the right to appeal against the decision of the Governors to an Independent Panel. Details of this process are available from the school.

All applications including late applications in the normal round and in-year applications will be considered and allocated against the published oversubscription criteria.