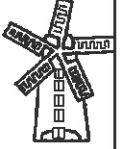


Admission Policy



St. Peter and St. Paul C.E. Primary School, Burgh-le-Marsh. Admission Policy 2018

St Peter & St Paul CE Primary School was founded to provide education for children of the parish. It is a school for the whole community whilst it seeks to offer a Christian based education to all children; grounded in the Diocesan vision of "excellence, exploration and encouragement within the love of God". The School values the involvement of all parents in supporting the school's Christian ethos. As a Church of England school, we hold regular Christian collective worship and festivals, both in school and in Church.

Arrangements for applications for places in Reception will be made in accordance with Lincolnshire County Council's co-ordinated admissions arrangements. Residents in Lincolnshire can apply online via www.lincolnshire.gov.uk/schooladmissions , by telephone or by requesting a paper application. St Peter & St Paul CE Primary School use the Lincolnshire County Council's timetable published online for these applications and the relevant Local Authority will make the offers on their behalf as requested by the School Admission Code.

At St Peter & St Paul CE Primary School children start in Reception Class in the September of the academic year in which their fifth birthday falls. For starting school Governors have adopted the following arrangements:

- 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 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 start Year 1 risk losing the offered school place.

The planned Admission Number (PAN) for the school is 30 children. Where applications for admissions exceeds the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit. Words marked with a number for example 1,2,3 are explained in detail separately in the explanations and definitions section.

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) where the school is named. Other places are then allocated in accordance with this policy.

Oversubscription criteria

- A) Looked after children and all previously looked after children. ¹
- B) A brother or a sister / sibling attending the school at the time of application, or who will be attending the school at the expected time of admission. ²
- C) Where St Peter & St Paul CE Primary School is the nearest school: measured by straight line distance. ³
- D). Increasing order of straight line distance. ⁴

Admission Policy

Mid Year admissions

For a mid year place, application can be made on the mid year application form or online at www.lincolnshire.gov.uk/schooladmissions . The Governors will accept admissions into year groups if there are places. If there are more admissions than places then the oversubscription criteria will be applied.

Explanation and Definitions

1 Looked after children and all previous looked after children

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 function (see the definition in Section 22(1) of the Children Act 1989) at the time of making the 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 and children adopted under the Adoption and Children's Act 2002. Child arrangement orders are defined as s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence orders 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 Brother or sister / sibling

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. We include:

- A brother or sister who shares the same biological parents
- A half-brother, half-sister, step-brother, 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 children will be considered as one application. If one or more can be admitted with 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 make legally offer one place because the government's school admission code makes no exception to the infant class size limit for siblings in the same year group. We will offer a parent one place for one child.

3 The nearest school

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. The distance is measured to three decimal places e.g. 1.256 miles.

Admission Policy

Home address

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 purpose 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 the parent has more than one home, we will take as the home address where the parent and child normally live for the majority of the school term time.

We do not take into account an intention to move.

4 Straight line driving distance

Measurements are calculated electronically from the Post Office from 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 e.g. 1.256 miles.

We use the distance calculated in this way to apply the final oversubscriptions criterion.

Reserve list

If your child is refused a place at school your child is automatically put on the reserve list, unless you have been offered a higher preference school. This list is in 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 you have been on the list.

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 the 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.

Appeals Process

The procedures for appeals relating to admissions will be in accordance with the relevant legislation. They are independent and organised by the County Council Legal Services Section and entirely separate from the admissions system. The decision of the independent appeal panel is binding on all parties.

Admission Policy

Fraudulent or Misleading Applications

The school has the right to investigate any concerns we may have about accuracy of information provided by parents on an application form and to withdraw the offer of a school place if there is evidence that parents have made fraudulent claims.

Admission of Children Outside their Normal Age Group

Parents may seek a place for their child outside their normal age group, for example if the child is gifted and talented. Or has experiences 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 medical professionals
- 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 headteacher

Fair Access

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.

This policy is reviewed annually and was approved at a meeting of governors held on:

Signed:



Date:

18/07/16