



Cowbit St Mary's Endowed Church of England Primary School

Governing Body's Admission Policy

2023 – 2024

The Governors, as the admission authority, are responsible for the admission of children and reserve the right to refuse to admit a child in line with the school admissions code. Parents have the right of appeal in such cases. Appeals should be made to the Clerk of the Governors who will direct the local authority to appoint an Independent Appeals Panel to consider the appeal against refusal for admission.

Arrangements for applications for places in the normal year of intake will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements. Lincolnshire residents can apply online via the parent portal at www.lincolnshire.gov.uk/schooladmissions, by telephone or by requesting a paper application. Residents in other areas must apply through their home local authority. Community and voluntary controlled schools will use the Lincolnshire County Council's co-ordinated scheme published online for these applications and the relevant Local Authority will make the offers of places on our behalf as required by the School Admissions Code (2021).

Allocation of places will take account of the published admission number (PAN) which is 12.

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

Places will be allocated first to those who make an application before other children are considered.

Attending a nursery or a pre-school does not give any priority within the oversubscription criteria for a place in a school. Parents must make a separate application for the transfer from a nursery to a primary or infant school.

The intended overall effect of the proposed oversubscription criteria is to maximise the likelihood that local children will gain places at their local school in an oversubscribed year but this is not guaranteed.

The oversubscription criteria are listed in the order we apply them. If it is necessary to distinguish between more than one applicant under any criteria, the next criteria will be applied until the tie-breaker is used.

Oversubscription Criteria

Where there are more applications for places than there are places available the Governors will admit children according to the following ranking criteria. Words marked with a number, for example 1, 2, 3 are explained separately in the definitions and notes section:

- A. The child is 'looked after' or previously 'looked after' including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted (1).
- B. There is a brother or sister (2) on roll at the school at the time of application.
- C. A child whose parent is a faithful and regular (3) worshipper at St Mary's Church, Cowbit.
- D. The school is the nearest one to the home (4) by straight line distance (5).
- E. The straight-line distance from home to the school, priority is given to the child living closest (6).

The oversubscription criteria are listed in the order we apply them. 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.

Tie breaker

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 Services Directorate at the local authority.

Definitions and Notes

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).

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

2. Brother or sister:

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.

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, the school will 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 admit all the children unless this would make the class too large and prejudice the education of the other children or 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. By 'faithful and regular' we mean the child's parent attends church at least once a month for at least a year preceding the application. The attendance should be verified by a signed letter from an officiating minister at St Mary's Church, Cowbit. If a family has recently moved to the area and the child's parent has commenced faithful and regular worship at St Mary's Church, Cowbit, the school can also consider an equivalent commitment at a Church of England church from their previous address. Attendance at both places of worship should be verified by a signed letter from an officiating minister. Attendance at St Mary's Church must have commenced, and regular worship between the previous church and St Mary's must be unbroken.

4. By 'home' we mean the address where the child lives for the majority of the school term with a parent as defined in 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.

5. 'Nearest school to home' applies when the school is the nearest state funded, non-selective, mainstream school to the child's address admitting children to the relevant year group; this is calculated by Lincolnshire County Council school admissions team using straight line distance to three decimal places e.g. 1.234 miles.

6. Distance measurement - Straight line distance as calculated electronically to three figures after the decimal point (e.g. 1.543 miles) by Lincolnshire County Council school admissions team from the Post Office Address Point of the home to the Post Office Address Point of the school.

Reserve List

The Governors of the school will keep a waiting list called a Reserve List. If a child is refused a place at the school, your child is automatically put on the reserve list, unless you have been offered a higher preference place at another school. This list will be in the order of the oversubscription criteria. Names can move up and down the list as someone moves into or out of 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. For Reception year, this list will be kept by the School Admissions Team until the end of August immediately prior to reception admission. After this, the school will keep the reserve list until the end of the academic year.

A reserve list will also be held for Y1-6 and be cleared at the end of the academic school year.

If your circumstances change you must let the school know so that they can rank the list accurately and allocate places in accordance with the oversubscription criteria. If you do not wish to be added to the reserve list, you must inform the school. If it is before the 1st September of the admitting year, you should also inform the School Admissions Team.

Appeals

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.

In Year Admissions

The Governors will accept admissions into other year groups if there are places available. Parents can apply through the parent portal online at www.lincolnshire.gov.uk/schooladmissions, or request a paper application form. Schools may also accept a direct admission.

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.

Fair Access Protocol

Local Authorities are required to agree 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. Students allocated under fair access protocols will take precedence over those on a reserve list or awaiting appeal. Cowbit St Mary's Endowed Church of England Primary School will participate in the Fair Access Protocol of Lincolnshire County Council.

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 an application has been made based on fraudulent or misleading information, for example if 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 information provided so we can apply the oversubscription criteria accurately and fairly.

Admission of Children Outside of their Normal Age Group

Children will normally be placed in the year group to which they belong by chronological age.

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. 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. Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow. Parents resident in Lincolnshire should call 01522 782030 or email schooladmissions@lincolnshire.gov.uk for advice 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. Cowbit St Mary's Endowed Church of England Primary School will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. Decisions will be made by the school Governors and 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 Headteacher

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, intended 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, where the parent requests this.

The Governors will not refuse a service child a place because the family does not have an intended address or does not yet live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the school for more details.

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. If a place is refused, you will be informed of your right of appeal.

Policy approved by Governors August 2021

Our Vision

We are a small, inclusive Church of England Primary School that welcomes everyone and encourages all voices to be heard. Through challenge and support, we strive towards each person becoming the best person God intended them to be, happily flourishing as human beings. We empower our whole school community to be hopeful about the future and to be drivers of positive change