



## Cowbit St Mary's Endowed Church of England Primary School

### Governing Body's Admission Policy 2017-18

The Governors are responsible for the admission of children and reserve the right to refuse to admit a child. 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

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

Children can start school the September after their fourth birthday.

Children must by law start school at the beginning of the term following their fifth birthday.

If parents consider that September is too early, then they 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 application was made, whichever is the sooner.

Where a parent wishes, their child 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.

#### **Co-ordination of Reception Applications**

Parents have the right to express a preference for this school but there is no guarantee that it will always be possible to offer a place. Parents will only be offered one of their preferred schools when offers are made. Offers are made on the same day for all schools.

The collection of the information pack from a school does not mean that the parents have to put that school as their first preference.

Applications for places for children starting school for the first time in Reception are coordinated by the Local Authority (LA) in accordance with their co-ordinated admission arrangements. Early registration of children is no guarantee of a place.

All decisions are made by the Governors of the school in accordance with the school's admission policy.

Parents must apply for a place through their child's home local authority. For children resident in Lincolnshire applications can be made online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) , by telephone or by asking for a hard copy application form by telephoning 01522 782030.

Cowbit St Mary's School will use the Lincolnshire County Council's timetable published online for applications and the child's home Local Authority (LA) will make the offer of places as required by the School Admission Code.

If applications arrive after the deadline it may not be possible to process the applications at the same time as all the others. For entry into Reception in September, places will be allocated to parents who return an application before considering any parent who has not returned one.

### **Midyear Applications**

The Governors will accept admissions into other year groups if there are places available unless this would cause an infant class to be unlawfully large or would prejudice 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 parents will be informed of the independent appeal system.

Any parents requesting a midyear place for a child at our school will have to apply to Lincolnshire County Council using the midyear application form. This can be done online on the School Admissions' website [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) or by phoning 01522 782030.

### **Oversubscription Criteria**

In accordance with legislation the allocation of places for children with the following will take place first: In accordance with the 1996 Education Act, the allocation of school places for children with a Statement of Educational Needs/Education, Health and Care Plan (Children and Families Act 2014) where the school is named. Remaining places will be allocated in accordance with this policy.

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' (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 worshipper at St Mary's Church, Cowbit (3).
- D. The school is the nearest one to the home (4) address as defined in note 5.
- E. The straight-line distance from home to the school (6), priority is given to the child living closest.

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.

## **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).

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 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. By 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 normally lives 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 the 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.

5. The nearest school is found by measuring the shortest driving distance along public highways from the home address to all schools admitting children in the relevant year group. Measurements are calculated electronically on a computer based mapping system 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.
6. Straight-line distance is calculated by measuring from the Post Office address point of the home to the Post Office address point of the school. Measurements are calculated electronically by Lincolnshire County Council School Admissions Team using a computer based mapping system

### **Reserve Lists – Reception Children**

The Governors of the school will keep a waiting list called a Reserve List. If a child is refused a place at a 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.

## **Appeals**

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

The timetable is published on the Schools Admission website.  
[www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions)

## **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.

## **Children from Overseas**

If a child lives outside the UK, and the parent is not amongst UK service personnel or Crown servants, parents should consult the Schools Admissions Team to ascertain admission arrangements [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) or by phoning the School Admission team on 01522 782030.

## **Fair Access**

The Government has stated that all local authorities must have a Fair Access protocol 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.

## **Early and Late Transfer**

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. Parents wishing to make these requests must contact their home local authority as early as possible for guidance on the procedure to follow.

Parents will have the opportunity and responsibility to provide whatever evidence they wish to support their request. 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

If such a request is refused, parents may have the right of appeal against the decision.

Parents need to be aware of potential implications when a child transfers to secondary school if the child is not in their chronological year group as the receiving school may not admit the child to the preferred cohort.

## **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.