



Frithville Primary School  
&  
New York Primary School



## ADMISSIONS POLICY 2021-22

**Policy approved by the Local Governing Body**

**Review in Summer 2020**

Signed on behalf of the Governing Body \_\_\_\_\_ Date \_\_\_\_\_

Presented to the Governors for approval

### 1. Admissions Policy:

- 1.1. The Horncastle Education Trust is committed to the safeguarding of children and young people across the Trust and the wider community.
- 1.2. We normally have places for admission to all year groups up to a maximum of 10 per year group at Frithville Primary School and 8 per year group at New York Primary School.

### 2. In-year Admissions:

- 2.1. If school has a place in the year group we will make arrangements to admit the child as soon as possible. This will usually be within five school days. If school does not have a place we can take details and place the child's name on a reserve list until a place becomes available if that is the parent's wish. The County's Admission Criteria must be applied and length of time on the reserve list is not a criteria.
- 2.2. If school does not have a place available and the parent wishes to apply elsewhere they will be requested to complete a 'in-year admissions refusal' form and this will be faxed to the Admissions Team at Lincoln. In the event of our having to refuse to admit a child on the grounds that we are oversubscribed in their year group, parents do have the right of appeal to Lincolnshire Education Authority's Pupil and School Services Group on 01522 553229 or 01522 553227.

### 3. Admissions to Reception Group:

If your child is starting school for the very first time, they may join us at the start of the Autumn Term if they will be five between 1st September of that year and 31st August of the following year. Application forms for places at Lincolnshire primary schools for the Reception Group for September are distributed during Autumn Term. The application form should be returned direct to Lincolnshire Education Authority. Electronic applications may also be made on line and parents are directed to visit [www.lincolnshire.gov.uk](http://www.lincolnshire.gov.uk).

**When considering applications we are legally required to consider the following reasons in the order set out in the "Lincolnshire County Council Primary Schools Admissions Policy for September 2021"**

### 4. Delegation:

- 4.1. The County Council has delegated to the governing bodies of individual community and controlled schools the decisions about which children to admit. Every school must apply the County Council's oversubscription criteria shown below. In accordance with the 1996 Education Act, the allocation of school places for children with a statement of special educational needs will take place first. We will then allocate the remaining places in accordance with this policy. For entry into reception in September we will allocate places to parents who return an application before we consider any parent who has not returned one.
- 4.2. The oversubscription criteria are listed in order. Words marked with a number, for example 1, 2 and 3 are explained separately in the definition and notes section.

### 5. Oversubscription criteria:

- 5.1. The child is in the care of the local authority. (1)
- 5.2. There is a brother or sister (2) at the school who will still be attending when the child is due to start.
- 5.3. The child meets the religious criteria published by an individual Church of England or joint Church of England and Methodist school, (3) which has chosen to give priority on religious grounds.
- 5.4. The school is the nearest one to the home address, as defined in note 4. The distance from the home to the school. Priority will be given to the child living nearest the school, as defined in note 5.

## 6. Definitions and notes:

- 6.1. A child in the care of the local authority is provided with accommodation by them in accordance with section 22 of the Children's Act 1989, at the time of application.
- 6.2. 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. In the case of twins, or brothers and sisters in the same year group, where there is only one place available in the school, both will be considered together as one application. The school will be allowed to go above its admission number by one, except in cases where infant class regulations prevent this from happening. If this happens we can only legally offer one place. We will offer the parent one place for one child and a different school for the other child. Alternatively we could offer both children a place in another school and if this school qualifies for free transport we will provide it for both children.
- 6.3. The nearest school is found by measuring the distance from your address to all schools by driving distance along public highways. We measure electronically along public highways using the post office address point of the home to the post office address point of the school. By home we mean the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in 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. This could include a person who is not a parent but who has responsibility for her or him. It could include a child's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property. Where your 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 that of the parent who lives closest, as measured by driving distance, to the school in question. If you have more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time.
- 6.4. The nearest address to the school is found by measuring the distance from your address to the school by driving distance along public highways. We do not measure to any other schools. We measure electronically along public highways using the post office address point of the home to the post office address point of the school.
- 6.5. If any of the oversubscription criteria have too many applicants then the tie-break will be by distance using the method in note 5.
- 6.6. Reserve list - for admission into reception the governors will keep a waiting list which we call a reserve list. If you do not get a place at your first preference school your child is automatically put on the reserve list for any schools above the one you were offered. This list is in the order of the oversubscription criteria. 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. After this schools will keep the reserve list until the end of the autumn term and possibly longer, you should contact the school for information about the reserve list. Schools are not required to keep any lists for any other year groups. If you wish your child to join the school at other times you can ask if the governors keep a reserve list. If they do it will be kept in the order of the oversubscription criteria. The time you have been on the list is not taken into account.
- 6.7. Appeals - 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. You should send your appeal to the school by the end of March and your papers will be passed onto the Legal Services Section
- 6.8. In-year admissions - the governors will accept admissions into other year groups if there are places. 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.
- 6.9. Fair Access - the government has stated that all local authorities must have a Fair Access agreement that allows hard to place children, for example those that have been permanently excluded, to be given a place before any oversubscription criteria are applied and before anyone is considered from the reserve list. Such children are shared out to make sure no one school has to take too many of these children.