



## **Admission Policy**

### **Admission arrangements for September 2025 intake**

**Policy approved by Full Governing Body:  
February 2024**

# William Stukeley Church of England Primary School

## Admission arrangements for 2025 intake

The Admission Authority is the Governing Body.

The school must apply the oversubscription criteria shown below to allocate places if they receive more applications than available places.

The Published Admission for the year commencing in September 2025 is 45.

Children can start school full-time in the September following their fourth birthday. Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age. Parents can request that their child attend part-time until the child reaches compulsory school age.

Arrangements for applications for places in Reception will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements. Lincolnshire residents can apply online [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions), by telephone or by requesting a paper application. Residents in other areas must apply through their home local authority.

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. The school will then allocate remaining places in accordance with this policy.

For entry into the normal year of intake in September, we will allocate places to parents who make an application before we consider any parent who has not made one.

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

Definitions of terms indicated by numbers are given separately below.

- A. Looked After Children and, Previously Looked After Children, 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. A brother or sister attending the school at the time of application, or who will be attending the school at the expected time of admission (2).
- C. All school staff who have worked at the school for over two years at the time of application or a member of staff who has been recruited to fill a post where the school can demonstrate a specific skills shortage.
- D. Nearest school measured by straight line distance (3)
- E. Faith criterion (4)
- F. Increasing order of straight-line distance (5)

If the distance or last criterion is not sufficient to distinguish between two or more applicants for the last remaining place then an independent person, not employed by the school or working in the Local Authority Children's Service Directorate, will draw a lottery.

**(1) Looked After Children and Previously 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 functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. 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. 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 Section 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 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 in this criterion:**

In all cases, both siblings must live at the same address. A sibling is defined as;

- a brother or sister who shares the same biological parents
- a half-brother, half-sister, step-brother or 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 the children will be considered together as one application. If one or more can be admitted within the published admission number the school will admit 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 admit 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, the school 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.

**(3) 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. We measure distance to three decimal places, e.g. 1.256 miles.**

The 'find your nearest school' tool is now live on the LCC website at the two links below.

<https://www.lincolnshire.gov.uk/find-nearest-school>

<https://www.lincolnshire.gov.uk/homepage/150/find-my-nearest-school-for-school-admissions-applications>

**(4)** Evidence and expression of a clear religious affiliation. This will be assessed using the following criteria:

- a) a parent or a guardian who is a faithful and regular worshippers at All Saints' Church, Holbeach, or other Christian Churches in the area; by regular we mean they attend 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 the place of worship. If you have recently moved to the area, the school can also consider written evidence of an equivalent commitment to a place of worship at your previous address.)
- b) Parents, though worshipping in another faith, wish to attend a Christian school because of its religious emphasis and ethos; (Applicants are asked to submit their reasons for application on these grounds when applying. Applicants will be asked to provide written evidence of the commitment from their priest or minister at the time of applying.)

**(5)** Measurements are calculated electronically from the Post Office 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 oversubscription criterion.

If the distance or last 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.

### **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 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.

We do not take into an account an intention to move.

## **Reserve List**

For admission into the intake years (reception at infant and primary schools, year 3 at junior schools), the admission authority will keep a waiting list which we call a reserve list. If your 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 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 on the oversubscription criteria. The admission authority must not take account of the time you have been on the list.

For intake years, the list is kept by the School Admissions Team until the end of August each year. After this, the School Admissions Code requires that admission authorities keep the reserve list until the end of the autumn term. William Stukeley CE Primary School does not keep a reserve list beyond the minimum requirement set out in the Code.

## **Appeals**

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

## **Midyear Admissions**

The admission authority will accept admissions into other year groups unless this would cause an infant class to be unlawfully large or prejudice to 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 you will be told of the independent appeal system. Parents can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions)

## **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.

## **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 admission authority 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 admission authority will not refuse a service child a place because the family does not have an intended address or does not currently 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 admission authority 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. This is because we must only allocate places based on the criteria and must not admit a Services child ahead of another child with higher priority under the criteria.
- The prejudice from admitting an extra child would be excessive.

The admission authority has discretion to admit above the admission number in these circumstances, but is not obliged to do so. If a place is refused, you will be informed of your right to appeal.

We will need the notice of posting or official government letter and posting address before we can consider an application under these arrangements.

### **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 below Compulsory School Age**

The admission authority for William Stukeley CE Primary School provides for the admission of all children in the September following their fourth birthday.

Where a child has been offered a place:

- That child is entitled to a full-time place in the September following their fourth birthday;
- 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;
- 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.

## **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 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.

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 a medical professional;
- 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 head teacher.