



## **Admission Policy**

### **Admission arrangements for September 2026 intake**

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

# **William Stukeley Church of England Primary School**

## **Admission arrangements for 2026 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 2026 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 at William Stukeley CofE Primary school will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements. Parents resident in Lincolnshire can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) , they can also apply by telephone or ask for a paper application form by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. William Stukeley CofE Primary School will adhere to the timescales outlined in the Lincolnshire County Council Co-ordinated admissions scheme, available at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) and the relevant Local Authority will make the offers of places on our behalf, as required by the School Admissions Code (2021). In-year admissions are dealt with in accordance with the In-year section below.

In accordance with legislation, the allocation of places for children with an Education, Health and Care Plan, naming the school in the plan, will take place first (Children and Families Act 2014). The remaining places will be allocated 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. (3)
- D. Nearest school measured by straight line distance. (4)
- E. Increasing order of straight-line distance. (5)

- (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. 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 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:
  - 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
- (3) children of staff applies in either, or both, of the following circumstances:
  - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
  - b) The member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.
- (4) This 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. If you reside in Lincolnshire, you can use the search tool at <https://www.lincolnshire.gov.uk/find-nearest-school> to identify which school is your closest school.
- (5) 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.

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**

The home address is considered as 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). 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, 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.

## Reserve List

For admission into the intake year, the admission authority for William Stukeley CofE Primary School will operate a reserve list. In the normal admissions round, if we refuse a place at our school, your child is automatically placed on the reserve list, unless you have been offered a higher preference school.

This list is kept in the order of the oversubscription criteria, as required by the school admissions code. Children can move up and down the list depending on where the other children are ranked against the oversubscription criteria. The admission authority must not take account of the time you have been on the list when allocating places. For the intake year, the list is held by the Local Authority School Admissions Team until the end of August. After this, the school keeps this list until (December 31<sup>st</sup> of the admitting year/another time). This list is abolished at William Stukeley CofE Primary School. Parents wishing to remain on this list must contact the school for more information.

## Appeals

Parents have the right of appeal if a place is refused at the school. The procedures for appeals relating to admissions will be in accordance with all relevant legislation. In all cases where a place is refused at a school, the applicant will be informed of the right to 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

Applications for in-year admissions are not made to the child's home local authority, but the local authority in which the school is situated. Parents can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions)

## Out of Cohort Requests

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 [outofcohortadmissions@lincolnshire.gov.uk](mailto:outofcohortadmissions@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. William Stukeley CofE Primary School will make decisions 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, 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 Head Teacher

## Children of UK Service Personnel (UK Armed Forces)

For families of UK 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 it is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address to use 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 solely 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.

## Fair Access

William Stukeley CofE Primary School will participate in Fair Access Protocol of Lincolnshire County Council. Students allocated under Fair Access Protocols will take precedence over those on a reserve list or waiting for appeal.

## Fraudulent or Misleading Applications

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly. 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 if a false address was given which denied a place to a child with a stronger claim. If a place is withdrawn, the application will be considered afresh, and you will be advised of your right of appeal if a place is refused.

## Multiple Birth Children

Siblings from a multiple birth - multiple birth children are split by operation of the oversubscription criteria, the school will accommodate all children unless this would make the class too large and prejudice the education of the other children. **Multiple birth children are 'excepted pupils' to infant class limits if allocated in this way.** Brothers and sisters in the same year group - if brothers and sisters in the same year group are split by operation of the oversubscription criteria, the school will accommodate all children unless this would make the class too large and prejudice the education of the other children **or when this would breach infant class size limits.**

## Additional Information

William Stukeley CofE Primary School provides for the admission of all children in the September following their fourth birthday. Where we have offered a child a place at our school:

- 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 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 should contact the school to discuss this.