



ADMISSIONS POLICY 2017-18

Last determined October 2016

The admissions authority for the school is the Governing Body.

A Published Admission Number (PAN) is agreed with the Local Education Authority each year. The PAN for this school is 30.

Admissions to Reception Class

Frances Olive Anderson Church of England 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 must contact the school to discuss this.

Arrangements for applications for places in Reception at Frances Olive Anderson Church of England 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, they can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. Frances Olive Anderson C of E Primary School will use the Lincolnshire County Council's timetable published online for these applications and the relevant Local Authority will make the offers of places on their behalf as required by the School Admissions Code.

Reserve List

For entry into Reception a reserve list is kept. This list will be used if the number of children falls below the published admission number. *(If you listed the school on the common application form your child's name will automatically be placed on our reserve list. This list will be kept until 31 August of each following year by the School Admission Team. The list will then be kept by the school until the end of the autumn term. If a family move into the area they may be placed higher on the reserve list because we take account of where you are in relation to the oversubscription criteria and not the length of time you have been on the list.)*

Mid-Year Admissions

The governors will accept admissions into other year groups, up to our full pan, 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 by the admissions team for the Local authority.)*

Children with Statements of Special Educational Needs

In accordance with the Code of Practice for Special Educational Needs, the allocation of school places for children with a Statement of Special Educational Needs or an Education, Health and Care Plan will take place before the school allocates other places as part of the annual admissions process.

Appeals

There is no guarantee that all requests for admission will be granted although parents do have the right of appeal to an independent panel if their request is refused. *(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)*

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.

Children of UK service personnel (UK Armed Forces)

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 it is accompanied by an official letter that declares a relocation date and a Unit postal 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.

The Governors will not refuse a service child a place because the family does not currently live in the area.

Request for Admissions Outside of their Normal Age Group

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 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.

Frances Olive Anderson 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.

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

Criteria for Admission

In the event of there being more requests for admission than the agreed PAN, then the following criteria for admission will be applied in order:

Parents (*A parent is a person who has parental responsibility or care of the children as defined in the 1989 Children Act*) who name this school as a preference will be considered in the following order:

- (i) Priority will be given to a child in public care (*Sometimes referred to as 'looked after' a child in public care is a child in the care of a local authority or provided with accommodation by them in accordance with section 22 of the children act 1989, at the time of application. This definition includes previously looked after children who were looked after, but ceased to be so because they were adopted, or became subject to a residence order or special guardianship order.*)
- (ii) Where the applicant lives in relation to the school. Priority will be given where a child lives in the parishes of Lea, Knaith, Kexby, Upton or Gate Burton. (*A child's home address is deemed to be that at which they usually reside 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 him or her. An exception to this would be where there is a residency order in place. 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 a child lives normally during the school week with more than one parent at different addresses, we will take as the home address where your child spends the majority of time. If you can show that your child spends an equal amount of time at both addresses during school term time, you can choose which address you would like us to use on your application.*)
- (iii) Whether any siblings will be attending the school when the child is due to start. This does not apply if the sibling will have left the school prior to the child starting. (*A sibling is deemed to be:*
 1. *A full brother or sister whether resident or not in the same household.*
 2. *Another child normally resident for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989.*
- (iv) Whether a parent is a regular worshipper (on average once a month over a period of at least one year before making your application) at a Christian Church. The attendance should be verified by a signed letter from an officiating minister at the place of worship. If you have only 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. (*A Christian Church is defined as any church that is a member of Churches Together in England*)
- (v) Whether, being a regular worshipper (on average once a month over a period of at least one year before making your application) at a place of worship of any of the

following world faiths - Hinduism, Judaism, Sikhism, Islam, and Buddhism. *(Applicants are asked to provide written evidence of their commitment from a recognised religious leader.)*

- (vi) Children (or a parent) who have exceptional medical or social needs, which can only be met at Frances Olive Anderson CE Primary School, supported by written evidence from an appropriate professional person. *(When applying under this criterion you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring our school. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.)*
- (vii) Whether a parent of the child is a member of staff *(Where the member of staff has been employed at the school for two or more years at the time of application or if the member of staff is recruited to fill a vacant post for which there is a demonstrable shortage)*
- (viii) The distance the child lives from the school will be considered, with those living nearest by the shortest driving distance given priority. Distance will be measured electronically along public highways using the post office address point of the home to the post office address point of the school. The nearer child will be allocated the place.

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 a person independent to the school and not working in the Local Authority of Children's Service Directorate.

Additional Notes

For late intake applications and mid year applications we will aim to remove any disadvantage to UK service personnel by applying the schools oversubscription criteria. We will check to see if the address is within the distance of the last child admitted in the last admission round that was oversubscribed on offer day. If the address is within the distance the governors will consider admitting providing all children in public care and siblings have already been admitted. This will be irrespective of the fact that the school has had appeals heard or appeals currently being scheduled.

It maybe that we still cannot admit because of organisational or curriculum difficulties within the school.

We will need the notice of posting or official government letter and posting address before we can consider the 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.

Reviewed September 2016
Agreed by the Full Governing Body September 2016
To be reviewed September 2017