

# BUTTERWICK PINCHBECK'S ENDOWED CHURCH OF ENGLAND PRIMARY SCHOOL



## ADMISSIONS POLICY 2025-2026

*As an inclusive Christian school, our vision is to provide a safe, happy, loving and nurturing environment where individuals feel valued and are encouraged to fulfil their hopes and aspirations. Through an inspiring and enriched curriculum, pupils are given the best opportunities to flourish and develop their God given talents.*

*'Do everything in love' 1 Corinthians 16:14*

*Together Everyone Achieves More*

This policy was ratified by the Governing Body at their meeting on: 13<sup>th</sup> December 2023

**Date Agreed:** December 2023  
**Date to be Reviewed:** February 2025

## BUTTERWICK PINCHBECK'S ENDOWED VA PRIMARY SCHOOL

### Lincolnshire County Council

#### Admissions Policy 2025-26

1. Butterwick Pinchbeck Endowed is a Voluntary Aided primary school provides for the admission of all children in the September following their fourth birthday. The admission authority for the school is the Governing Body.
2. 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. that child may attend part-time, if the parents wish, until later in the school year but not beyond the point at which they reach compulsory school age.
3. Parents interested in deferring admission or arranging part-time attendance must contact the school to discuss this.
4. The Published Admission for the year commencing in September 2025 is 45.
5. Arrangements for applications for places in Reception at Butterwick Pinchbeck's Endowed VA 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 hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. The 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.
6. In accordance with legislation the allocation of places for children with the following will take place first; Education, Health and Care Plan (Children and Families Act 2014) where the school is named. The School will then allocate places in accordance with this policy. Remaining places will be allocated in accordance with this policy.
7. The oversubscription criteria are listed in the order we apply them. If it is necessary to distinguish between more than one applicant in any criteria, the next criteria will be applied until the tie-breaker is used. In the event of the number of children wishing to come to the school exceeding the number of places the following oversubscription criteria will apply in the following stated order: -
  - 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. (Appendix Para 8).
  - b. Children who have a sibling (Appendix Para 9) attending school.
  - c. Children from Butterwick, Freiston, Benington and parts of Fishtoft, namely Hilldyke, Long Hedges, Willoughby Hills and Wythes Lane.

- d. Children from Leverton.
  - e. Children with at least one parent who is a confirmed member of the Church of England. (Appendix Para 12).
  - f. Distance (Appendix Para 6) from the child's home address (Appendix Para 7). Those living nearest being the highest priority.
8. 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.

## **APPENDIX**

### **1. Appeals**

In all cases where a place is refused at a school the applicant will be informed of their right of 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.

### **2. Reserve list**

For admission into Reception the Local Authority will keep a waiting list which is called a reserve list. If a child is not offered a place and the parents named the school as a higher preference, the child is automatically put on the reserve list above the one that was 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, as required by the school admissions code. The list is kept by the Schools Admissions Team until the end of August. The school admissions code states that a reserve list is kept until the end of the Autumn Term, school will keep a reserve until then and continue to for the remainder of the academic year if necessary. At the end of each academic year the reserve list will be cleared.

If parents wish their child to join the school at other times, please contact the school direct. If a child is not offered a place and the parents named the school as a higher preference, the parents will need to inform the school that they wish their child to be put on the reserve list. This list is in the order of the oversubscription criteria. The time a child has been on the list is not taken into account. At the end of each academic year the reserve list will be cleared.

### **3. In Year Admissions**

The governors will accept admissions into all year groups. If the Governors are concerned that this would cause an infant class to be unlawfully large or prejudice to the provision of efficient education or the efficient use of resources, they may refuse an admission. If there are more applications than places, then the oversubscription criteria will be used to decide who should be offered the place. If it is necessary to refuse a place, then the parents will be told of the independent appeal system. Parents can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) or call 01522 782030 for a paper form.

### **4. Fair Access Protocol**

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. Butterwick Pinchbeck's Endowed Church of England Primary School will participate in Lincolnshire's Fair Access Protocol.

## **5. Fraudulent or misleading application**

As an admission authority the Governing Body has the right to investigate any concerns they may have about an application and to withdraw the offer of a place if they consider there is evidence that parents 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. The Governing Body reserve the right to check any address and other information provided so they can apply the oversubscription criteria accurately and fairly. As an admission authority they have the right to investigate any concerns they may have about your application and to withdraw the offer of a place if they 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.

## **6. Distance**

The nearest address to the school is found by measuring the distance from the parents address to the school by straight line distance. Straight line distance is calculated electronically to three figures after the decimal point (eg 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.

Details of which school is the closest school to your home address can be found at

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

## **7. Home Address**

The child's home address is the address where they live for the majority of the school term time with a parent who has parental responsibility as defined in section 576 of 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 the 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 two addresses during school term time with a parent, they can choose which address to use on the application. If parents have more than one home, the Governing Body will take as the home address the address where parents and their child normally live for the majority of the school term time.

## **8. Looked After Children and Previously Looked After**

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 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).

## **9. Sibling**

Children with a brother or sister attending the school at the time of application.

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. 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.

## **10. Twins and other siblings from a multiple birth**

Twins and other siblings from a multiple birth - If twins or 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.**

## **11. Brothers and sisters in the same year group**

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.**

## **12. Confirmed member of the Church of England**

Documentary evidence in the form of a Confirmation Certificate or a copy of church records should be sent to the school office.

## **13. Admission of children outside 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. 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.

Butterwick Pinchbeck's Endowed VA 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 parents' 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

#### **14. 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.

For late coordinated 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 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. If a place is refused, you will be informed of your right of appeal.

If a family have provided the required proof of posting, a unit postal address will be accepted for the purposes of operating the oversubscription criteria if parents are unable to provide an address or prefer to use the unit address. This unit will be the base to which the parent has been posted.