

# BUTTERWICK PINCHBECK'S ENDOWED CHURCH OF ENGLAND PRIMARY SCHOOL



## ADMISSIONS POLICY 2018-2019

This policy was ratified by the Governing Body at their meeting on

Tuesday, 21 February 2017

**Date Agreed:** February 2017

**Date to be Reviewed:** February 2018

## Admissions Policy 2018-2019

Butterwick Pinchbeck Endowed VA 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.

The planned admission number (PAN) is 45. Parents have a right to express a preference for the school they wish their child to attend and to state reasons.

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.

The school will first meet its statutory duty to admit children with a Statement of Special Educational Needs (Appendix Para 10). 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. Remaining places will be allocated in accordance with this policy. 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:-

- i) Children in Public Care (Appendix Para 8).
- ii) Children who have a sibling (Appendix Para 9) attending school.

- iii) Children from Butterwick, Freiston, Benington and parts of Fishtoft, namely Hilldyke, Long Hedges, Willoughby Hills and Wythes Lane.
- iv) Children from Leverton.
- v) Children with at least one parent who is a confirmed member of the Church of England. (Appendix Para 11).
- vi) Distance (Appendix Para 5) from the child's home address (Appendix Para 6). Those living nearest being the highest priority.

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.

The school keeps a Reserve List (Appendix Para 2) for entry into Reception and accepts Mid Year admissions (Appendix Para 3). There is an Appeals Procedure (Appendix Para 1) Information about the Fair Access Protocol is appended (Para 4).

## APPENDIX

### **1. 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.

### **2. Reserve list**

For admission into Reception the Governors will keep a waiting list which we call a reserve list. If you were not offered a place and you named us as a higher preference, your child is automatically put on the reserve list 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 Admissions Team until the end of August. The school admissions code states that schools must keep a reserve list until the end of the Autumn Term, the 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 you wish your child to join the school at other times please contact us direct. If you are not offered a place and you named us as a higher preference, you will need to inform us that you wish to be put on the reserve list. This list is in the order of the oversubscription criteria. The time you have been on the list is not taken into account. At the end of each academic year the reserve list will be cleared.

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.

### **3. Mid-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.

### **4. 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 evenly distributed to ensure effective support and outcomes for these individuals.

### **5. Distance**

The nearest address to the school is found by measuring the distance from your address to the school by shortest 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.

### **6. 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 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. 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.

## **7. Tie-break**

If two or more children are tied for the last place a lottery will be drawn by an independent person, not employed by the school or working in Children's Service Directorate at the local authority.

## **8. Children in Public Care**

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.

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**

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.

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 be allowed to go 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 be allowed to go 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 we 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. We will offer the parent one place for one child and a different school for the other child or children.

## **10. Statement of Special Educational Needs/ EHC plan**

As determined by the Local Authority.

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

Documentary evidence in the form of a Confirmation Certificate or a copy of church records.

## **12. 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.

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

## **13. 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:

- Allocate a place 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 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.