



## Chapel St Leonards Primary School

### Admission Policy for 2019/2020

#### Introduction

Arrangements for applications for places in Reception at Chapel St Leonards 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), parents resident in other areas must apply through their home local authority. Chapel St Leonards 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. The admissions authority for the school is the Governing Body. The schools admission number is 30. In accordance with the 1996 Education Act, the allocation of school places for children with a statement of special educational needs or an education, health and care plan, will take place first. We will then allocate the remaining places in accordance with this policy. 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 takes up the place part-time until the child reaches compulsory school age. For entry into reception 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. Words marked with a number, for example 1, 2 and 3 are explained separately in the definition and notes section.

#### Oversubscription criteria

- A. The child is in the care of the local authority or had previously been in care. (1)
- B. There is a brother or sister on roll at the school at the time of application(2)
- C. The school is the nearest one to the home address, as defined in note 3.
- D. The distance from the home to the school, priority will be given to the child living closest the school, as defined in note 4. 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 of the Children's Service Directorate.

#### Definitions and notes

1. A child in the care of the local authority is provided with accommodation by them in accordance with section 22 of the Children's Act 1989, at the time of application. This includes any child that has previously been in care and who is now adopted or who is subject to a residence order or special guardianship order.
2. Brother or sister 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 only be able to offer the parent a place for one child.

3. The nearest school is found by measuring the straight line distance as calculated electronically to three figures after the decimal point (eg 1.543 miles) from the child's home address to all schools admitting children in the relevant year group. Measurements are calculated 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. 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.

4. Measurement of distance: Straight line distance as 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.

5. Reserve list For admission into reception the governors will keep a waiting list which we call a reserve list. If you do not get a place at your first preference school your child is automatically put on the reserve list for any schools 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 School Admissions Team until the end of the coordinated admission round in August each year. After this the school will keep the reserve list until the end of the autumn term. Schools are not required to keep any lists for any other year groups. If you wish your child to join the school at other times parent's can contact the school.

6. 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 independent appeal panel is binding on all parties.

7. Mid-year admissions The governors 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.

8. 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.

#### 9. Children of UK service personnel (UK Armed Forces)

In order to meet the government's military covenant aimed at helping service personnel, and Crown Servants returning from abroad the Governors have adopted the following arrangements.

- For late applications to the normal intake year and mid-year applications the Governors aim to remove any disadvantage to UK service personnel (UK Armed Forces) by applying the academy's oversubscription criteria to their address.
- The Governors 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 and there is no child with higher priority under the oversubscription criteria on the reserve list.

This will be irrespective of the fact that the school has had appeals or appeals are scheduled. It may be that the governors still cannot admit because of organisational or curriculum difficulties within the school.

The Governors will need the notice of posting or official government letter and posting address before considering an application under these arrangements.

10. 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.

11. 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