

## **St Gilbert's Church of England Primary School, Stamford Admissions Policy 2018**

### **Introduction**

The Board of Governors is the admission authority for this school. They are responsible for setting the admission number and determining the oversubscription criteria that apply when applications exceed places. Our policy was last determined in 2016.

### **Aims**

We are an inclusive school and will admit pupils without reference to general ability or aptitude. We believe we operate in a fair and transparent manner.

St Gilbert's Church of England Primary School was founded to provide education for children of the parish of All Saints with St Johns. It is a school for the whole community whilst it seeks to offer a Christian based education to all children; grounded in the Diocesan vision of "excellence, exploration and encouragement within the love of God".

The school values the involvement of all parents in supporting the school's Christian ethos. As a Church of England school, we hold regular Christian Collective Worship and festivals, both in school and in Church.'

### **Implementation**

St Gilbert's CE 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 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; 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. St Gilbert's CE 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.
- Once a place has been accepted by a parent, further details about an individual child are recorded on a 'My Child' form.
- For all other applications either into other age groups in September or during the school year, parents complete an application form which is returned to Lincolnshire County Council. They will be advised in writing as to the availability of a place. In the event of more than one request for the place, the Governors will apply the current admission criteria for that year.
- The Pan for the school is 45 at entry into Reception. The school will consider up to 48 in KS2.
- Each child is allocated to a class by the Headteacher on the basis of the balance of ages, gender and number on roll in the relevant class groups.
- If applications for places in Reception classes exceed the number of places, then the Governors determine which children are to be admitted. The following criteria are applied in the order in which they are set out. Words marked with a number, example 1, 2, 3 are explained separately in the definitions and notes section.
- 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). Remaining places will be allocated in accordance with this policy.

## **Admission Criteria**

- A. A child in public care or has previously been in care.
- B. There is a brother or sister who will be attending the school at the time of application.
- C. The school is the nearest one to the home address.
- D. The distance from the home to the school, priority will be given to the child living closest to the school.

If the distance criterion is not sufficient to determine who should be offered the last remaining place then a lottery will be drawn by an independent person. The independent person will not be employed by the school or work in the Children's Services Directorate at the Local Authority.

## **Appeals**

If a place cannot be offered, then parents can appeal against the decision. Should anyone wish to lodge an appeal a form is available from the School Admissions Team. Booklets explaining the appeal system can be obtained by calling 01522 782030.

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. You should send your appeal to the address given on the appeal form by the required date.

## **Equal Opportunities**

The Governing Body is committed to following this policy, irrespective of a child's gender, age, race or ability.

## **Definitions and Notes**

- A. 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 who has previously been in care and who is now adopted or subject to a residence order or special guardianship. A child in public care sometimes referred to as 'looked-after'.
- B. 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 offer the parent one place for one child.

- C. The nearest school is found by measuring the distance from your home address to all schools who admit children in the relevant year group by driving distance 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.. Measurements are made electronically along public highways from the post office address point of the home address to the post office address point of the school.
- D. The nearest address to the school is found by measuring the distance from your home address to the school by driving distance 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. Measurements are not calculated to any other schools. Measurements are made

electronically along public highways from the post office address point of the home address 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.

### **Definition of Children in Public Care**

Looked after children and all previously looked after children.

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).

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.

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).

### **Reserve List**

For admission into the intake year the governors will keep a waiting list which we call a reserve list. If you do not get a place at our school and were not offered a higher preference school your child is automatically added to our reserve list. This list is in the order of the oversubscription criteria as required by the school admissions code. Names can move down the list if someone moves into the area and is higher placed on application of the oversubscription criteria. Government rules state that the length of time a child has been on the list must not be taken into account.

For intake to Reception the list is kept by the School Admissions Team until the end of August before the children start in September. After this the school will keep the reserve list until the end of December and then this will be cleared. Should parents wish to be kept on the waiting list they will need to inform the school. This list will then be cleared at the end of the academic year.

We hold reserve lists for other year groups where necessary. Parents must inform the school every six weeks if they wish their child to remain on the reserve list, or they will otherwise be removed. All names will be cleared at end of each school year.

### **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. You should send your appeal to the school by the required date and your papers will be passed onto the Legal Services Section

### **Midyear 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.

### **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.

### **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.

### **Final Tiebreaker**

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.

### **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.

St Gilbert's CE 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

### **UK HM Forces and Crown Servants**

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

- For late applications to the normal intake year and mid-year applications we will aim to remove any disadvantage to UK service personnel (UK Armed Forces) by applying the school's oversubscription criteria to their address.
- 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 or appeals are scheduled.
- It may be that the governors still cannot admit because of organisational or curriculum difficulties within the school.
- 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.

All applications including late applications in the normal round and in-year applications will be considered and allocated against the published oversubscription criteria.