'All individuals matter'

Admissions Policy

Date Ratified by Governors	**9th March 2026**
Review Date	**9th March 2027**
Signed by Chair of Governors	*L.Grove*
Name of Chair	**Mrs Lynsey Grove**

Admission arrangements for Community and Voluntary Controlled Primary, Infant and Junior schools 2026-2027

We are the admissions authority for these schools. You can view the published admission number (PAN) of each school.

We will make arrangements for applications for places in the normal year of intake (reception in primary and infant schools and year 3 in junior schools) in accordance with our co- ordinated admission arrangements.

Lincolnshire residents can apply:

- online via the parent portal
- by telephone
- by requesting a paper application

Residents in other areas must apply through their home local authority and voluntary controlled schools will use the Lincolnshire County Council's co-ordinated scheme published online for these applications and the relevant Local Authority will make the offers of places on our behalf as required by the School Admissions Code (2021).

The allocation of places for children with an Education, Health and Care Plan (EHCP) (where the school is named on the plan) will take place first. Remaining places will be allocated in accordance with this policy.

Attending a nursery or a pre-school does not give any priority within the oversubscription criteria for a place in a school. Parents must make a separate application for the transfer from a nursery to a primary or infant school. Parents must also make a separate application for the transfer from an infant to a junior or primary school.

Oversubscription criteria

The oversubscription criteria are listed in the order we apply them. If it is necessary to distinguish between more than one applicant under any criteria, the next criteria will be applied until the tiebreaker is used.
Definitions of terms indicated by numbers:

Criterion	Description	Notes
A	Looked after children and previously looked after children	See note 1
B	Children with a sibling attending the school at the time of application, or who will be attending the school at the expected time of admission	See note 2a and 2b. In the case of infant and junior schools, the associated school will be considered as 'attending the school' for the purposes of this category as outlined in note 2b.

C	Children for whom this school is the nearest school to their home address	See note 3a, 3b and 4.
D	Church criterion where in operation	See note 5.
E	Distance of the home address to the school. Places will be allocated to those living nearest the school first.	Measured by straight line distance. See note 3b and 4.

Tiebreaker

If it is not possible to distinguish between one or more applicants for the last remaining place(s) then a lottery of those students will be drawn by an independent person. This person will not be employed by the school or working in the local authority children's services directorate.

Notes relating to the oversubscription criteria

1) Looked after and previously looked after children. 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)
• 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 Section 12 of the Children and Families Act 2014

Child arrangements orders replace residence orders. 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).

This also includes those children who appear to have been in state care outside of England and ceased to be in state care because of being adopted. 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.

2a) Sibling

Included in this criterion are:
• a brother or sister who share the same biological parents
• a half-sibling or step sibling
• a legally adopted child, a child legally adopted by a biological or stepparent in all cases both children must live at the same address.

2b) Associated infant and junior school links

Sibling links across certain infant and junior schools are considered. These schools are:

Infant school	**Associated junior school**
Holton-Le-Clay Infants' School	Holton-Le-Clay Junior School
Lincoln St Faith's Church of England Infant School	Lincoln St Faith and St Martin Church of England Junior School
Lincoln St Peter in Eastgate Church of England Infants' School	Lincoln Westgate Academy
Lincoln Woodlands Infant and Nursery School	Lincoln Birchwood Junior School
Louth Eastfield Infants' and Nursery School	Louth Lacey Gardens Junior School
Marshchapel Infant School	Grainthorpe Junior School

3a) Nearest school

Our school admissions team use Servelec's Synergy system. They find the nearest school by measuring the straight-line distance from the child's home address to all state funded mainstream schools admitting children in the relevant year group. Distances are calculated to three decimal places (for example 1.543 miles). We take information about the address used for each application from the Ordnance Survey AddressBase database. This provides 12-figure X and Y coordinates for each individual property. You can view details of which school is the closest school to your home address.

3b) Home address

The home address is 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).
Where a child lives normally during the school week with more than one parent at different addresses, the home address accepted 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, they can choose which address to use on the application.

If a parent has more than one home, we will accept the address where the parent and child normally live for most of the school term time as the home address.
We do not take into an account an intention to move when considering a home address unless this is for members of the UK Armed Forces or a returning Crown Servant. This is outlined in the relevant section.

4) Distance criterion

Our school admissions team use Servelec's Synergy system. They find the nearest school by measuring the straight-line distance from the child's home address to all state funded mainstream schools admitting children in the relevant year group.

Distances are calculated to three decimal places (for example 1.543 miles). We take information about the address used for each application from the Ordnance Survey AddressBase database. This provides 12-figure X and Y coordinates for each individual property.

5) Church criterion

The following table shows the schools where church criterion is in operation. It gives the local details of how parents can apply for priority on these grounds.
Parents applying on these grounds must state on their application form that they wish to be considered under this priority. Attendance at worship must be verified by a signed letter from an officiating minister at the place of worship. Schools will verify claims for priority on this ground by contacting parents for details of the person who can provide written confirmation that they meet the eligibility for priority.
If you have 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, provided you have started to worship in the area you have moved to.

School name	**Voluntary controlled schools' church criteria**
Barrowby Church of England Primary School	Priority will be given to children of: 1. Regular worshippers at the local Parish Church of All Saints Barrowby. 2. Regular worshippers at Barrowby Baptist Fellowship. Regular is defined as at least once a month at the place of worship for at least a year by the date of application. This will be verified by a signed letter from an officiating minister at the place of worship.
School name	Voluntary controlled schools' church criteria
Lincoln St Peter in Eastgate Church of England Infant School	Children regularly attending worship at any of the following churches in no order of priority: • St. Peter in Eastgate or • St. Peter in Carlton or • St. Mary Magdalene Church, Bailgate or • Bailgate Methodist Church or • St. Nicholas Church Newport 'Regular monthly attendance' involves the child attending a regular act of worship at the qualifying church at least once a month and for at least one year prior to the application for a school place being made. Attendance should be verified by a signed letter from an officiating minister at the qualifying church. Parents must indicate in their application that they are claiming this priority and must complete the form naming the person who can verify that they attend church.

Louth St Michael's Church of England Primary School	Priority will be given to children of regular worshippers at a local Christian church which is a member of 'Churches Together in Louth and District'. These are: St.James Parish Church, St. Michael's and All Angels, Holy Trinity, Stewton, Welton-le-Wold and South Elkington, Louth Methodist Church, South Elkington Methodist Church, Salvation Army, Louth Generations Church, Eastgate Union (URC Baptist), St. Atelheards (Orthodox) and St. Mary's (Catholic). Regular is defined as at least monthly attendance at the place of worship for at least a year before making your application. This will be verified by a signed letter from an officiating minister at the place of worship.
Skellingthorpe St Lawrence Church of England Primary School	Priority will be given to children of regular worshippers in a Christian church. Regular will be defined as at least once a month at the place of worship for at least a year before making your application. This will be verified by a signed letter from an officiating minister at the place of worship. A "Christian church" is defined as a church that subscribes to the Christian doctrine of the Holy Trinity.

For all schools above, if the church has been closed for public worship during the period specified for attendance and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available.

Other information

Twins and other siblings from a multiple birth

If twins or other multiple birth children are split by operation of the oversubscription criteria, the school will admit all children unless this would:
• make the class too large.
• prejudice the education of the other children.

Multiple birth children are 'excepted pupils' to infant class limits if allocated in this way.

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 accommodates all children unless this would make the class:
• prejudice the education of the other children
• breach infant class size limits

Siblings in the same year group are not 'excepted pupils' to infant class limits.

Reserve list

For admission into the intake years (reception at infant and primary schools, year 3 at junior schools) where the school is oversubscribed the governors will keep a waiting list. This is called a reserve list. If your child is refused a place at a school, they are automatically added to the reserve list of the school, unless you have been offered a higher preference school. This list is held in accordance with the oversubscription criteria. No account is taken of the amount of time a child has been on the list when allocating places.

All community and voluntary controlled schools keep reserve lists for all oversubscribed year groups. For intake years the list is kept by the school admissions team until the end of August of the admitting year. It is then passed to the schools. They will keep the list to the end of the school year. Schools will clear the reserve list at the end of each school year.

You should contact the school directly if you wish your child to be placed on the reserve list:
• after August of the admitting year or
• after the list has been cleared at the end of the year

If your circumstances change you must let the school know so that they can rank the list accurately and allocate places in accordance with the oversubscription criteria. If you do not wish to be added to the reserve list, you must inform the school. If it is before 1 September of the admitting year, you should also inform the school admissions team.

Appeals

In all cases where a place is refused at a school:
• we will inform the applicant of their right of appeal to an independent panel.
• the decision of the independent panel is binding on all parties.
• we will provide details of how to appeal a decision to refuse admission at the time of the refusal.
• Details of how to appeal will also be available on our website

In year admissions

Parents can apply:
• through the parent portal
• by requesting a paper application form
• directly to the school

In all cases where a place is refused at a school, we will inform the applicant of their right of appeal to an independent panel.

Fair access protocol

The Fair Access Protocol ensures that unplaced children, especially the most vulnerable, are offered a place quickly when applying outside the main admissions round. This ensures the amount of time any child is out of school is kept to the minimum. Governing Bodies of voluntary controlled and maintained schools (on behalf of Lincolnshire County Council as the admissions authority) will participate in our Fair Access Protocol (FAP) adopted by Lincolnshire County Council. Children allocated under the Fair Access Protocol will take precedence over children on a reserve list.

Fraudulent or misleading applications

As an admission authority, we have the right to investigate any concerns we may have about an application and to withdraw the offer of a place if we consider there is evidence that an application has been made based on fraudulent or misleading information. For example, if 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.

Children of UK service personnel (UK armed forces)

To support the military covenant aimed at removing disadvantage for UK service personnel (UK armed forces), and Crown servants returning from abroad, the following arrangements will apply:

- If an application is supported by an official letter declaring a posting and a relocation date, then an intention to move to a confirmed address or quartering within the UK will be accepted for a child for the purposes of implementing the oversubscription criteria.
- Where an application is not supported by an official letter declaring a posting and relocation date or is not being made due to a new posting, then the child's current address will be used to examine the application against the oversubscription criteria until the child is formally resident in the new address.

Proof of intended occupation of the residential address will be required, such as:
o mortgage statement
o exchange of contracts
o signed tenancy agreement

For applicants participating in the Future Accommodation Model trial, a letter accepting an address under the scheme will be accepted if a signed tenancy agreement cannot be provided:
• An offer may be withdrawn if a child does not reside at the address listed on the application form if the school is oversubscribed and use of an incorrect address has resulted in a place being denied to another child who would otherwise have been offered the place.
• 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.

In all cases where an applicant is considered after national offer day of the admitting year and parents can demonstrate that the child is a child of a crown servant returning from abroad or is a child of a serving member of the armed forces, the governors will consider whether to offer a place at a school even if the school is full.

- When making the decision whether to offer the governors will consider the circumstances of each case including If the applicant would have been offered a place, had they applied on time in the admissions round of the year of entry
- Whether there is any child on the reserve list with higher priority under the oversubscription criteria
- Whether admission of a further student would prejudice the efficient education and efficient use of resources and this prejudice would be excessive

The Governors have discretion to offer in these circumstances, but they are not obliged to do so. If a place is refused, parents will be informed of their right of appeal.

Deferring admission and part-time attendance

Schools provide for the admission of all children in the September following their fourth birthday. Where a child has been offered a place:

- that child is entitled to a full-time place in the September following their fourth birthday.
- the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond: o the point at which they reach compulsory school age.
- the beginning of the final term of the school year for which it was made, whichever is the sooner.
- where the parents wish, children may attend part-time but not beyond the point at which they reach compulsory school age.
- parents interested in deferring admission or arranging part-time attendance should contact the school to discuss this.
- parents of summer born children deferring admission until the child starts Year 1 must reapply through the in-year process. They risk losing the offered school place if the school is oversubscribed or becomes oversubscribed in the school year.

Admission of children outside of their normal age group

Children are typically allocated places according to their chronological age. However, parents may seek a place for their child outside their normal age group, for example:

- if the child is gifted and talented or
- the child has experienced issues such as ill health.

In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday. They may request that they are admitted out of their normal age group – to reception rather than year 1.

Parents wishing to make these requests should 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 based on the circumstances of each case and in the best interests of the child concerned taking into account:
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 at the school concerned.
- If the child enters school for the first time at statutory school age, would it be in the child's best interest to join Reception or Year 1
- You can make an enquiry regarding out of cohort admission.
- We will inform parents and carers of the decision in writing setting out clearly the reasons for the decision. In the case of those requesting delayed admission, if this is agreed, the parents and carers must decide whether to:
- withdraw their application and apply in the next admissions round or
- proceed with an offer with children of their chronological age

If the request is refused, parents must decide whether to:

- accept the offered place for Reception in the typical age group or
- refuse it and make an in-year application for Year 1 in the summer term.