

Winchelsea



All Individuals Matter

WINCHELSEA PRIMARY SCHOOL **RUSKINGTON**

Armed Forces Applicants **Admissions Guidance for Schools**

Armed Forces Applicants Admissions Guidance for Schools

For forces applicants and returning Crown servants, there is an increased flexibility to allow the use of a future address to be used for the purposes of a school's oversubscription criteria. The School Admissions Code (2021) has made updates in this area, an extract of which is included below.

There is further detail in the LCC co-ordinated scheme, which details how these applications will be considered. The relevant section is included at Appendix B.

The way in which an armed forces application will be considered depends on the school's admissions policy, however for all cases, LCC will ask schools to consider the application even if they do not have space available. Schools will need to document that this has been considered according to their policy, even if this has been declined.

LCC Schools

An extract from the LCC schools admissions policy is included at appendix C.

Those in Receipt of a Posting Order

We will accept an address in advance of a move (for use against the oversubscription criteria) for those in receipt of a posting order. It does not matter if the posting order is not to Lincolnshire. For in year applications, it does not matter if the intended address is in Lincolnshire.

We accept private rentals or owned homes as the addresses for the purposes of oversubscription for Community schools.

We accept a unit postal address if a parent does not have an address to use or if they prefer to use this address. This is to the base to which the armed forces parent has been posted.

If the family do not reside in the address declared on the application when they do move, the place may be withdrawn.

If a Lincolnshire address is accepted, LCC admissions will find the closest school with spaces available in the appropriate year group prior to moving, if required.

Those Without a Posting Order

If a family do not have a posting order, they cannot use the address in advance of a move. Once they are resident in their new address, this will be updated. LCC will do a 'next nearest' school allocation when the family arrive. Schools can still offer places if they have them available, but the address used will be the current address.

Appeals

Parents can appeal any refusal, even if they do not yet reside in the country.

These appeals aren't subject to infant class size restrictions providing a parent is a current member of the UK Armed Forces.

Signed: _____
Chair of Governors

Dated: _____

Appendix A

School Admissions Code 2021

Children of UK service personnel and Crown servants

2.21 For families of UK service personnel with a confirmed posting, or Crown servants returning from overseas, admission authorities must:

- a) Allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Admission authorities must not refuse to process an application and must not refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.
- b) Use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Admission authorities must use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this.
- c) Not reserve blocks of places for these children.
- d) Ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority's composite prospectus.

Appendix B

Co-ordinated Scheme 2021

Applications from UK service personnel and returning Crown servants

This applies if the parent is a serving member of the armed forces or is a Crown servant returning from abroad.

Applications will be coordinated through Lincolnshire LA if the family has either:

- A confirmed posting order or official letter with a unit address or quartering address within Lincolnshire.
- A confirmed posting order to the UK and confirmed address in Lincolnshire to which they are returning before the end of October of the admitting year.

Consideration of the address accepted for implementing the oversubscription criteria may differ as the policy of each school will be followed.

If the move is not due to an official posting, then the application should be made to the child's current home LA or will be considered in line with the 'Children from Overseas' section below.

If none of the schools listed on the application form can offer a place, Lincolnshire County Council will offer the closest Lincolnshire school (with space available in the appropriate year group) to the address accepted on the application form if the accepted address is in Lincolnshire. If the address accepted is outside of Lincolnshire, no alternative school will be offered, as it is for the child's home LA to offer an alternative placement.

In order to remove disadvantage to families of service personnel who apply after the initial allocation of places has occurred (late applicants), the School Admissions Team will approach the schools listed on the application to consider whether the school wish to offer a place to the child, even if the published admissions number has been met. These decisions will be made by the individual admissions authorities concerned in line with their admissions procedures for forces applicants and will be clearly communicated to parents. In all cases, if a place is refused, parents will be notified of their right of appeal.

Children from Overseas.

For co-ordinated admissions, the admissions team will process applications from overseas applicants in line with European Law and Home Office rules for non EEA nationals. Lincolnshire County Council will accept an application for routine admissions within the same timescales above. The address used for the purposes of a school's oversubscription criteria will be their current overseas address. The School Admissions Team will not allocate an alternative school if parental preference cannot be met.

Appendix C

LCC Admissions Policy 2021

Children of UK Service Personnel (UK Armed Forces)

In order 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 such as mortgage statement, exchange of contracts or signed tenancy agreement will be required. 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 has reached its official PAN. When making the decision whether to offer over PAN, 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 admit above the admission number 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.