

LING MOOR PRIMARY ACADEMY NORTH HYKEHAM

ADMISSION POLICY

Admission in September 2018

Arrangements for applications for places into Reception at Ling Moor Primary Academy 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, 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 academy uses 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.

Applications for other year groups, (or reception once the year group has commenced) can be made through Lincolnshire County Council or the academy directly.

In accordance with current legislation the allocation of school places for children with a Statement of Special Educational Needs (SEND) (Education Act 1996) or an Education Health and Care Plan (EHCP) (Children and Families Act 2014) where the academy is named will take place first. Remaining places will then be allocated in accordance with this policy.

Parents can request a part time placement until the term after the child's fifth birthday, they can also defer entry until later in the school year.

For entry into reception in September, we will allocate places to parents who return an application before we consider any parent who has not returned one. This is in accordance with the dates set out by Lincolnshire County Council admissions.

Our PAN (Published Admission Number) is 60.

The oversubscription criteria are listed in order. Words marked with a number, for example 1, 2 and 3 are explained separately in the definition and notes section.

Oversubscription Criteria

- A. Looked after children and previously looked after children (1)
- B. There is a brother or sister (2) on roll at the school at the time of application.
- C. The school is the nearest one to the home address (3), as defined in note 4.
- D. Children of staff employed at the academy, as defined in note 5:
- E. The distance from the home to the academy, priority will be given to the child living closest to the academy, as defined in note 6.

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.

Definitions and Notes

1. 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).

2. Brother or sister (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 siblings from that family, 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 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.

3. By home we mean the address where the child lives for the majority of the school 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 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 the one where the child spends the majority of term time. 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. In either scenario if you can show that your child spends an equal amount of time at both addresses during school term time, you can choose which address to use on the application.

4. The nearest school is found by measuring the shortest driving distance along public highways from the child's home address to all schools admitting children in the relevant year group. Measurements are made electronically from the post office address point of the home to the post office address point of the schools. Measurements are made to three decimal places, e.g. 1.256 miles.

5. Children of staff employed at the academy

Priority is given to children of staff in either or both of the following circumstances:

a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or

b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

6. The nearest address to the academy is found by measuring the shortest driving distance along public highways from the child's home address to the academy. Measurements are made electronically from the post office address point of the home to the post office address point of the academy. Measurements are made to three decimal places, e.g. 1.256 miles.

Reserve list

For admission into reception the governors will keep a reserve list. If your child is refused a place at the academy your child is automatically put on the reserve list, unless they have been offered a higher preference. The list is kept by the Schools Admission Team until the August preceding entry. After this the academy will keep the reserve list until the end of the academic year.

Reserve lists are also kept for other oversubscribed year groups at the academy. If your child is refused a place at the academy through the co-ordinated midyear admissions process your child will be automatically placed on the reserve list, unless they have been offered a higher preference.

All reserve lists are kept in the order of the oversubscription criteria. Names can move down the list if a new application is received and the child is higher placed on the oversubscription criteria.

Reserve lists will be cleared at the end of each academic year, if you want your child to remain on the reserve list after this point you will need to contact the academy in writing.

Appeals

The procedures for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and organised by County Council Legal Services and entirely separate from the admission system. The decision of the appeal panel is binding on all parties. If you are appealing you should submit your appeal by the required date as published on www.lincolnshire.gov.uk/schooladmissions

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 shared out to make sure no one school has to take too many of these children.

Children of UK Service Personnel

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.

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.

Admission of Children below Compulsory School Age

We 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 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;
- 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 academy to discuss this.
- Parents of summer born children deferring admission until the child starts Year 1 risk losing the offered school place.

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

This policy is reviewed annually.

Signed:

Date: