

# St Gilbert's Church of England Primary School, Stamford

## Admissions Policy 2023

### 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 consulted upon formally for 2020 entry and was determined in February 2019.

### 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.'

The School's Published Admission Number is 45.

### Implementation

St Gilbert's CE Primary School provides for the admission of all children in the September following their fourth birthday. The 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.

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.

### Applications

- Arrangements for applications for places in Reception at St Gilbert's CE 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), 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 adhere to the timescales outlined in the Lincolnshire County Council Co-ordinated admissions scheme available at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) 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). In year admissions are dealt with in accordance the in-year section below.
- 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.
- 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.
- In accordance with legislation the allocation of places for children with the following will take place first; Education, Health and Care Plan (Children and Families Act 2014), naming the school in the plan. Remaining places will be allocated in accordance with this policy
- If applications for places in Reception classes exceed the number of places, then the Governors determine which children are to be admitted in line with the oversubscription criteria below. Words marked with a number, for example: 1, 2, 3 are explained separately in the definitions and notes section.

## **Oversubscription Criteria**

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

- A. A Looked After Child or Previously Looked after Child, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted
- 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 at Lincolnshire County Council. 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. Looked after Child or Previously Looked After Child**

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. 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. 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 Section 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).

### **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 Multiple birth**

If twins or multiple birth children are split by operation of the oversubscription criteria, the school will accommodate all children unless this would make the class too large and 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**

Where there is only one place available in the school the children will be considered together as one application. The school will admit all the children unless this would make

the class too large and prejudice the education of the other children or when this would breach infant class size limits. 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. Nearest School**

This applies where the school is the nearest state funded non-selective, mainstream school to the child's address admitting children to the relevant year group; this is calculated by Lincolnshire County Council School Admissions Team using straight line distance to three decimal places e.g. 1.234 miles. Details of which school is the closest school to your home address can be found at <https://lincolnshire.gov.uk/find-nearest-school>

### **D. Distance of the Home to the School**

This is calculated by Lincolnshire County Council School Admissions Team using the straight line distance. Straight line distance as 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.

#### **Home Address**

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.

#### **Reserve List**

For admission into the intake year the governors for St. Gilbert's CE Primary School will operate a reserve list. In the normal admissions round, if we refuse a place at our school your child is automatically placed on the reserve list. This list is in the order of the oversubscription criteria as required by the School Admissions Code. Children can move up and down the list depending on where the other children are ranked against the oversubscription criteria. The Governors must not take the length of time a child has been on the list when allocating places. .

For the intake year, the list is held by the Local Authority School Admissions Team until the end of August. After this the school will keep the reserve list until the 31st December and then this will be cleared. Parents wishing to remain on the list must contact the school for more information.

We hold reserve lists for other year groups where necessary which are kept for the full academic year and then cleared.

#### **Appeals**

In all cases where a place is refused at a school the applicant will be informed of their right to appeal to an independent panel. The decision of the independent panel is binding to on all parties. Details of how to appeal a decision to refuse admission will be communicated to the applicant at the time of refusal and will also be available on the Lincolnshire County Council website.

#### **In Year Admissions**

Arrangements for applications for places in year will be made in accordance with Lincolnshire County Council's coordinated admission arrangements. If there are more applications than places, then the oversubscription criteria will be used to decide who should be offered the place. If it is necessary to refuse a place, they you will be informed of your right to appeal. Parents can apply online at [www.lincolnshire.gov.uk/admissions](http://www.lincolnshire.gov.uk/admissions) or call 01522 782030 for a paper form.

#### **Fair Access Protocol**

Local Authorities are required to agree 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. Students allocated under fair access protocols will

take precedence over those on a waiting list. St. Gilbert's CE Primary School will participate in Lincolnshire County Councils fair access protocol.

### **Fraudulent or Misleading Applications**

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly. 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. If a place is withdrawn, the application will be considered afresh, and you will be advised of your right of appeal if a place is refused.

### **Final Tiebreaker**

The oversubscription criteria are listed in the order we apply them. If it is necessary to distinguish between more than one applicant in any criteria the next criteria will be applied until the tie-breaker is used. 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. 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 and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow. Parents resident in Lincolnshire should call 01522 782030 or email [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk) for advice 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

### **Children of UK Service Personnel (UK Armed Forces)**

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

For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- Process an application 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, intended address or quartering area address. This address will be used 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, where the parent requests this.

The Governors will not refuse a service child a place because the family does not currently live in the area. The Governors will not refuse a service child a place solely because the family does not have an intended address or does not yet live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the school for more details.

For late co-ordinated applications and in-year applications supported by the appropriate military documentation we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The school's Governors will consider whether:

- An application from that address would normally succeed in an oversubscribed year.
- There is any child on the reserve list with higher priority under the oversubscription criteria. This is because we must only allocate places based on the criteria and must not admit a Services child ahead of another child with higher priority under the criteria.

- The prejudice from admitting an extra child would be excessive.

The Governors have discretion to admit above the admission number in these circumstances if they wish but are not obliged to do so. If a place is refused, you will be informed of your right to appeal.

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