

# Abbey Academies Trust



## Every Child Matters

### Bourne Elsea Park C of E Primary Academy

#### Policy for

## Admissions 2022-23

#### Amended

November 2014	January 2020	
November 2015	October 2020	
September 2016		
October 2017		
October 2018		

Striving for Excellence Whilst Caring for All  
Within a Loving and Caring Christian Environment

## **BOURNE ELSEA PARK CHURCH OF ENGLAND PRIMARY ACADEMY ADMISSIONS POLICY**

The admission authority for Bourne Elsea Park C of E Primary Academy is the Academy Trust Board.

### **RECEPTION YEAR**

The number of intended admissions for the year commencing in September is 30.

Bourne Elsea Park C of E Primary Academy 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/carers 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/carers 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/carers interested in deferring admission or arranging part-time attendance must contact the school to discuss this.

Arrangements for applications for places in Reception at Bourne Elsea Park C of E Primary Academy will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements; parents/carers 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/carers resident in other areas must apply through their home local authority. Bourne Elsea Park C of E Primary Academy 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.

For entry into Reception in September we will allocate places to parents/carers who make an application before we consider any parent/carer who has not made one.

In accordance with legislation the allocation of places for children with an Education, Health and Care Plan (Children and Families Act 2014) naming the school in the plan will take place first. Remaining places will be allocated in accordance with this policy.

If there are more applicants than spaces available the following oversubscription criteria will be applied. 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.

### **Oversubscription criteria**

- A. 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).(Note 1)
- B. There is a brother or sister (Note 2) on roll at the school at the time of application.

- C. The child is the child of a member of staff who:
  - a. 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. Is recruited to fill a vacant post for which there is a demonstrable skill shortage
- D. The school is the nearest state-funded one to the home address, as defined in note 3.
- E. The distance from the home to the school, priority will be given to the child living closest the school, as defined in note 4.

If two or more children are tied for the last place a lottery will be drawn by an independent person, not employed by the academy or working in the Local Authority Children's Service Directorate at the local authority.

### **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.  
 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 - 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 academy is permitted 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 academy the children will be considered together as one application. The academy is permitted 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.

3. Nearest school - this applies when the school is the nearest state funded, non selective 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.

Straight line distance as calculated electronically to three figures after the decimal point (eg 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.

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 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 both addresses during school term time with a parent, 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 the majority of the school term time.

4. The nearest address to the academy is found by measuring the distance from your home address to the academy by 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. We do not measure to any other schools. This is measured electronically using the post office address point of the home to the post office address point of the academy.

### **Reserve list**

For admission into Reception the Trustees will keep a waiting list which we call a reserve list. If we have to refuse a place at our school your child is automatically put on the reserve list unless you have been offered a higher preference school. This list is in the order of the oversubscription criteria, as required by the school admissions code. This means that names can move down the list if someone moves into the area and is higher placed under the oversubscription criteria. The Trustees must not take account of the time you have been on the list. For Reception the list is kept by Lincolnshire County Council's School Admissions Team until the end of the coordinated admission round in August each year. After this the school admissions code requires that the academy keep the reserve list until the end of the autumn term. The Trustees keep reserve lists in the order of the oversubscription criteria for each other year group until the end of the academic year.

### **Appeals**

The procedures for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and organised for the academy by the County Council Legal Services Section and entirely separate from the admission system. The decision of the independent appeal panel is binding on all parties.

### **In-year admissions**

Applications should be made via Lincolnshire County Council. Bourne Elsea Park C of E Primary Academy will accept admissions up to the Published Admission Number of the respective year group at the point of entry. In the event that this would cause an infant class to be unlawfully large or cause prejudice to the provision of efficient education or the efficient use of resources it may be necessary to refuse a place although the year group has not reached the school's published admission number. 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 then you will be informed of your right of appeal. Parents can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) or call 01522 782030 for a paper form.

### **Fair Access**

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. Students allocated under fair access protocols will take precedence over those on a waiting list. Bourne Elsea Park C of E Primary Academy will participate in Lincolnshire County Councils the fair access protocol.

### **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 Trustees will:

- 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 Trustees will not refuse a service child a place because the family does not currently live in the area.

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 Trustees 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.

### **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 outside their normal age group**

Parents/carers may seek a place for their child outside of their normal age group, for example, if the child is able and talented or has experienced problems such as ill health.

Parents/carers wishing to make these requests must contact their home local authority for guidance on the procedure to follow.

It is important for parents/carers to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

Bourne Elsea Park C of E Primary Academy 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/carer'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 Executive Headteacher and Head of School

Policy reviewed: October 2020

Determined by Trust Board: 25<sup>th</sup> February 2021

Next review due: October 2021