

Old Leake Primary & Nursery School



School Admissions Policy

OLD LEAKE PRIMARY AND NURSERY SCHOOL

POLICY FOR ADMISSIONS TO THE PRIMARY AND NURSERY SCHOOL

The Governing Body of Old Leake Primary and Nursery School is their own admissions authority. They are responsible for setting the admission number and determining the oversubscription criteria that apply when applications exceed places.

Arrangements for applications for places in Reception will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements. Lincolnshire residents can apply:

- online at www.lincolnshire.gov.uk/schooladmissions;
- by telephone; or
- requesting a paper application by telephoning 01522 782030. Residents in other areas must apply through their home local authority.

Parents resident in other areas must apply through their home local authority. Old Leake Primary and Nursery School will adhere to the timescales outlined in the Lincolnshire County Council co-ordinated admissions scheme available at 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 (2014).

The Published Admission Number(PAN) for Old Leake Primary and Nursery School is 30 .

Old Leake Primary School 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 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.

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.

For entry into the normal year of intake in September we will allocate places to parents who make an application before we consider any parent who has not made one.

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.

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

Oversubscription Criteria

- A. Children in Public Care as defined by Section 22 of the Children Act 1989. (1)
- B. There is a brother or sister on roll at the school at the time of application (2)
- C. The school is the nearest state funded one to the home address, measured by straight line distance(3)
- D. The distance from the home to the school, priority will be given to the child living closest the school(4)

Tie-break

If any of the oversubscription criteria have too many applicants then the tie-break will be distance as described above. The child whose closest school by straight line distance is Old Leake Primary and Nursery will be offered the place. 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.

The school will apply the published over-subscription criteria fairly and consistently.

Attendance in the Nursery class does not guarantee admission to the school for Primary education – a separate application must be made for the transfer from nursery to primary school.

Definitions and notes

1 Looked after children and all 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) 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 Sibling

A full brother or full sister, whether or not living in the same household. Another child normally living for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989 or Section 576 of the Education Act 1996.

Twins and Multiple

If twins or multiple birth children are split by operation of the oversubscription criteria, the school will go above its published admission number to 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 - If brothers and sisters in the same year group are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate all 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.

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 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. We will offer the parent one place for one child.

3 The school is the nearest state funded one to the home address

The nearest school is found by measuring the straight line distance from the child's home address to all state funded schools admitting children in the relevant year group. Measurements are calculated electronically from the Post Office address point of the home to the Post Office address point of the school. We measure distance to three decimal places, e.g. 1.256 miles.

Home Address

The child's home address is the address where they live 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 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.

4 Distance of the home to the school;

This is calculated by Lincolnshire County Council school admissions team using the straight line distance. Measurements are 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.

Reserve list

For admission into Reception the governors will keep a waiting list which we call a reserve list. If we refuse a place at our school your child is automatically placed on the reserve list unless you have been offered a higher preference school. This list is kept 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 admission authority must not take account of the time you have 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 we keep the reserve list until the end of the summer term.

We are not required to keep any lists for any other year groups. If you wish your child to join the school at other times please contact us direct. The time you have been on the list is not taken into account.

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. 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.

Old Leake Primary and Nursery 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

Appeals

Reason/s will be given if refused, reminding parents of their right to appeal and giving details of the appeals process. The school has established arrangements for appeals against non-admission to be heard by an independent Appeals Panel. This does not apply to Nursery places.

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.

In-year admissions

Arrangements for applications for places in-year will be made in accordance with Lincolnshire County Council's coordinated admissions arrangements. Applications should be made via Lincolnshire County Council or directly to the school. In the event of there being more applications than places available, the oversubscription criteria will be applied to determine which places to offer. 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 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. Old Leake Primary and Nursery School will participate in Lincolnshire County Councils fair access protocol.

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 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 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.

The Governors 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 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.

We will need the notice of posting or official government letter and confirmed address before we can consider an application under these arrangements.

ADMISSIONS TO THE NURSERY SCHOOL

Pupils will be admitted to the Nursery in the term following their third birthday providing that there are spaces in the Nursery class. If the Nursery is full the child will receive a place the following September. The admission limit for each academic year is 26.

Parents considering sending their child to the school are invited to visit, by telephoning the Headteacher to arrange a mutually convenient time. As part of their induction programme, a special programme of induction events is arranged for the Nursery during the year.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit. If a place is not granted then the applicant will be placed on the reserve list. This will be kept until the start of the following admission year and prioritised using the same criteria as below.

The school office will hold a list of unsuccessful applicants in case spaces become available during the year. Places will be offered from the waiting list in line with the admissions criteria given below.

There is no legal requirement that nursery children must have a place in a class or school and as such, there is no right of appeal against a decision not to offer a child a place at a particular nursery school or class.

The school will agree any changes to its admission arrangements with the Secretary of State for Education.

If you have any queries arising from the policy, please contact Old Leake Primary and Nursery School, Old Main Road, Old Leake, Boston, Lincs, PE22 9HR – Telephone 01205 870425.

THIS POLICY WILL BE REVIEWED ANNUALLY

Signed Chair

Date

Signed Headteacher

Date