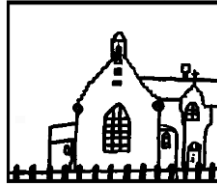




**Kirkby la Thorpe  
Church of England Primary Academy**

<b>Policy Title</b>	Admissions Policy 2025/26
<b>Governance Function Area</b>	Academic Performance
<b>Date determined</b>	November 2023
<b>Date for next review and frequency</b>	November 2024 Annually



## Kirkby la Thorpe Church of England Primary Academy

### Admissions Policy 2025

The governing body of Kirkby la Thorpe CE Primary Academy is the schools admissions authority.

Arrangements for applications for places in YR at Kirkby la Thorpe CE 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](http://www.lincolnshire.gov.uk/schooladmissions);
- by telephone; or
- ask for a paper application form, by telephoning 01522 782030.

Parents resident in other areas must apply through their home local authority. Kirkby la Thorpe CE Primary Academy 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 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.

The Published Admissions Number (PAN) for Kirkby la Thorpe CE Primary Academy is 15 pupils.

Kirkby la Thorpe CE 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 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. Parents of summer born children deferring admission until the child starts Year 1 risk losing the offered school place.

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

Attending a nursery or a pre-school does not give any priority within the oversubscription criteria for a place in a school. Parents must make a separate application for the transfer from nursery to primary or infant school.

Words marked with a number, for example 1, 2 and 3 are explained separately in the definition 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 tie-breaker is used

- A. The child is in the care of the local authority or had previously been in care 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. (1)
- B. A brother or sister attending the school at the time of the application, or and who will be attending the school at the expected time of admission. In all cases both children must live at the same address. (2)
- C. Children of Staff at the School
  - (a) Where the member of staff has been employed at the Trust for two or more years at the time the application for admission is made, and/or
  - (b) The member of staff 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, measured by straight line distance, 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)

Tie breaker: 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.

### **Definitions and notes**

1. Looked after children and all previously looked after children
  - Looked after children and all previously looked after children 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 (or became subject to a child arrangements order or special guardianship order).

- 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 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 brother or sister attending the school at the time of the application, and who will be attending the school at the expected time of admission. In all cases both children must live at the same address.

A sibling as defined as:

- a brother or sister who shares the same biological parents;
- a half-brother, half-sister, step-brother or step-sister; or
- a legally adopted child, a child legally adopted by a biological or step-parent.

### Twins and other siblings from a multiple birth

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

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 and a different school for the other child or children.

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.

Details of which school is the closest school to your home address can be found [here](#).

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.

4. Distance from home to school

Measurements are calculated electronically from the Post Office address point of the child's home address to the Post Office address point of the school by straight line distance. We measure distance by three decimal places, e.g. 1.256 miles.

We use the distance calculated in this way to apply the final over subscription criterion.

5. Reserve list

For admission into the intake year a waiting list will be kept 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 time, the list is passed to the school.

Reserve lists are kept for year groups. Where the school is oversubscribed but parents must request to be added to this list following an in year application as children are not added automatically. Reserve lists are kept in the order of the oversubscription criteria. At the end of each academic year parents/carers will be contacted to ascertain whether they wish for their child to remain on the reserve list into the following year.

## 6. Appeals

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 independent appeal panel is binding on all parties. If it is necessary to refuse a place then you will be informed of your right of appeal. Details on how to appeal can be found at [www.lincolnshire.gov.uk](http://www.lincolnshire.gov.uk).

## 7. In-year admissions

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](http://www.lincolnshire.gov.uk/schooladmissions) or call 01522 782030 for a paper form.

## 8. Fair Access Protocol

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. Kirkby la Thorpe CE Primary Academy participates in Lincolnshire County Council's fair access protocol.

## 9. 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.

10. Admission 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.

Kirkby la Thorpe CE 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 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; and
- the views of the head teacher.

11. 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 if a false address was given which denied a place to a child with a stronger claim.