



# Partney Church of England (Voluntary Aided) Primary School Admissions Policy 2025-2026

This Admissions Policy was agreed by the full Governing Body in March 2024

The Governors of Partney Church of England (VA) Primary School are the Admissions authority for the school.

This Admission Policy Statement defines the procedures used for the admission of pupils:

To the Nursery (From age 3)

To the Reception Year on initial entry to primary schooling [13 places]

To other year groups. [subject to available space, for those seeking admission after the start of statutory schooling age]

## **Our Ethos**

We are proud to be a Church of England School. The Diocese of Lincoln Board of Education states that: "Our Church Schools serve all children regardless of faith, academic ability, race or gender."

Partney Church of England Aided School exists to promote the Christian values of love, care, respect and responsibility and to provide a high-quality education for all children, which will develop their full potential.

## **Admission to Nursery**

Pupils can join our Nursery in the term following their third birthday: that is September 1st, January 1st and April 1st.

Parents can apply through the school office, to express an interest in beginning the following term, (although this does not mean a place is guaranteed to be offered.)

The Maximum number of Nursery children is 7, which will be reviewed each year.

PLEASE NOTE: Attending the Nursery does not give any priority within the oversubscription criteria for a place in a school reception year. Parents must make a separate application for the transfer from Nursery to Primary School

## **Reception Year (Published Admission Number – 13 places)**

Partney C of E 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.



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Parents interested in deferring admission or arranging part-time attendance must contact the school to discuss this.

Arrangements for applications for places in Reception at Partney C of E 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 paper application form, by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority.

Partney C of E Primary School will adhere to the timescales outlined in the Lincolnshire County Council's 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. In-year admissions are dealt with in accordance with the in-year section below.

## **Children with Education and Health Care Plans**

In accordance with the legislation for Special Educational Needs, the allocation of places for children with an Education Health Care Plan naming the school in the plan will take place first. Remaining places will be allocated in accordance with this policy.

## **Oversubscription Criteria**

If there are more children seeking admission than available places, the following over-subscription criteria will be used to allocate places. 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 applied (see below)

Looked after children and 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.

Children living within our traditional catchment area (defined as the parishes of Ashby-by-Partney, Aswardby, Dalby with Dexthorpe, Candlesby, Gunby, Partney, Langton, Sausthorpe, Scremby-cum-Greby, Skendleby, Welton-le-Marsh). If there are more children from this area than available places the following criteria will be applied in order.

Children with siblings who are on the School roll at the time of application. (See notes below).  
Any other children.

If there are more applicants who meet the criterion that places available the straight line distance of the child's home to the school will be used to decide who will be allocated a place. Priority will be given to the child living nearest to the school 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 to the school.

Please see further information.



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## **Tie-breaker**

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 Children's Service Directorate the Local Authority.

## **In-Year Admissions**

Applications are made to Lincolnshire County Council. 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.

## **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. 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.

Partney 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

## **Reserve list**

For admission into the intake year the admission authority for Partney C of E Primary School will keep a waiting list which we call 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, unless you have been offered a higher preference school.

For the intake year the list is kept by the Admissions Team until the end of August. After this the Governors keep the reserve list for the intake year and any in-year admissions for the full academic



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year. The list is abolished at the end of the year and parents wishing to remain on this list must contact the school for more information.

## **Further Information:**

Looked After Children are defined as:

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 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).

'Home address' is defined as:

The home address is considered as 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 two 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 as the home address.

## **Siblings are defined as:**

- 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.



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- Another child normally resident 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.

## **Twins and other siblings from a multiple birth**

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 - 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.

## **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 reserve list or awaiting appeal. Partney Church of England (VA) Primary School fully participates in the Fair Access Protocol.

## **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. The new address will be used to consider the application against the oversubscription criteria. A unit postal address can be used if the family do not have a confirmed address at the time of application.

Where an application is not supported by an official letter or is not being made due to a new posting then the current address will be used to examine the application against the oversubscription criteria until the family are 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.





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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 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.

## **Appeals**

If parents wish to appeal against a decision to refuse entry/they can do so by applying to an appeals panel.

Parents wishing to appeal should make a request in writing to the Clerk to the Governors at the school address.

The letter requesting an appeal should reach the clerk within 14 days of the date of notification of the decision.

## **Fraudulent or misleading applications**

As an admission authority, 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.

**This policy will be effective from 1st September 2025.**