



Partney Church of England (Voluntary Aided) Primary School Admissions Policy **2023-2024**

This Admissions Policy was agreed by the full Governing Body in November 2021.

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 Pre-Reception (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.

Applications will be treated on merit and in a sensitive manner. The level of ability of a child or any special needs that he/she may have plays no part in the admissions policy of this school. It is our wish to allow parents the right to have a place at the school of their choice.

As our school is a Voluntary Aided School, the school determines the admission arrangements. The Governors are the "Admissions Authority" for the school.

Admission to Pre-Reception

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

Parents are able to 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 Pre-reception children is 7, which will be reviewed each year.

PLEASE NOTE: Attending the Pre-Reception 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 Pre-reception to Primary School



Partney Church of England (Voluntary Aided) Primary School Admissions Policy **2023-2024**

Reception Year (Planned 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.

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, 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 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.

Mid-Year Admissions

The Governors at Partney C of E School will accept admissions up to the Published Admission Number into all year groups. 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 told of the independent appeal system. Parents can apply online at www.lincolnshire.gov.uk/schooladmissions or call 01522 782030 for a paper form.

Admission of children outside their normal age group



Partney Church of England (Voluntary Aided) Primary School Admissions Policy **2023-2024**

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 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

Children with Education and Health Care Plans

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

Oversubscription Criteria

If there are more children seeking admission than available places in the pre-reception group, the reception class or at any other time, 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)

1. **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.
2. Children living within our traditional catchment area (*defined as the parishes of Ashby-by-Partney, Awardby, Dalby with Dexthorpe, Candlesby, Gunby, Partney, Langton, Sausthorpe, Scremby-cum-Grebbby, Skendleby, Welton-le-Marsh*). Please see the Parish map: Appendix 1
If there are more children from this area than available places the following criteria will be applied in order.



Partney Church of England (Voluntary Aided) Primary School Admissions Policy **2023-2024**

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

3. Any other children.

If within any of the above sub categories 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. 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' below for definitions.

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.

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.

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

Visits to the School

We shall be happy to answer any enquiries about the school and the education we offer our pupils.

A personal tour of the school should in no way however be construed as an acceptance of your child's application for admission. Such a visit is entirely without obligation on the part of



Partney Church of England (Voluntary Aided) Primary School Admissions Policy **2023-2024**

the school or yourself, but will help you make a decision about your child's education before you begin the process of application for a school place.

Starting school is a very important milestone in one's life; it should be a happy time and a natural stage in one's development. We try to ensure this by inviting children to school on several afternoons during the term before admission date.

Further Information:

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.
- 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.

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.



Partney Church of England (Voluntary Aided) Primary School Admissions Policy **2023-2024**

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.

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



Partney Church of England (Voluntary Aided) Primary School Admissions Policy **2023-2024**

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 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.

A reserve list will be kept until the end of the Autumn Term (31st December).

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.



Partney Church of England (Voluntary Aided)
Primary School
Admissions Policy
2023-2024

This policy will be effective from 1st September 2023.