

# Primary Admissions Arrangements 2023/24



## The West Grantham Church of England Primary Academy

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## 1. Introduction

The West Grantham Church of England Primary Academy (WGPA) is part of the Diocese of Southwell & Nottingham Multi Academy Trust, who are the admissions authority for the academy.

The Trust is committed to securing excellence in its academies by supporting them as they develop an ethos and learning environment based on Christian values and principles. It works with its academies to enable them to offer high quality education to pupils of all faiths and none. Parents/carers of children who wish to apply for a place are very welcome to visit the academy.

The Trust assumes that all parents/carers are willing for their children to join in all activities within the Christian ethos of the academy (whilst acknowledging parents/carers legal rights to withdraw their child from certain activities).

As a diverse inclusive community, we welcome everyone and seek to meet the holistic needs of all. We have high expectations and we support everyone to accomplish and achieve their future dreams by providing a safe, challenging and engaging learning environment. We seek to ensure everyone feels hopeful for the future and knows they can be a vehicle of positive in the world.

### Published Admissions Number

All schools and academies are required to have a published admission number. This is the number of pupils each school can admit. The School Admissions Code 2021 defines the relevant age group, as the age group at which pupils are or will normally be admitted to the school e.g., Reception, Year 7 and Year 12.

The Published Admissions Number (PAN) for the academy is **45**.

## 2. Starting School

### 2.1 Admission of children below compulsory school age and deferred entry to school.

Compulsory school age is the term following a child's fifth birthday. All children can start school full time in reception in the September following their fourth birthday. However, parents can request that the date their child is admitted to school is deferred until later in the school year **2023-2024**, or until the term in which the child reaches compulsory school age within this year. The school year is also referred to as the 'academic year'.

Parents can request that their child takes up the place part-time until the child reaches compulsory school age within the **2023-2024** school year. Parents must ensure that they apply for a school place before the closing date of **15 January 2023** if they want their child to start in the reception class. The parents of a summer born child (born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday. Typically, this means their child will start school in year 1, forfeiting reception. If a parent wishes to delay their child's admission to school until compulsory school age, and wants their child to be admitted to reception, the parent must request that the child is admitted out of the normal age group - to reception rather than year 1. If the request is refused, the parent must decide whether to apply for a place in the normal age group, or to make an in-year application for admission to year 1 for the September following the child's fifth birthday.

### 2.2 Admission of children outside the normal age group

Parents may seek a place for their child outside the normal age group, for example if the child is gifted and talented, has experienced ill health or is a summer born child wishing to start school in reception instead of year 1. This is not limited to applications for those starting school for the first time but includes children moving from infant to junior/primary schools and from primary to secondary schools.

Parents should submit a request in writing to the school as early as possible. The school will consider all requests and will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

When parents are told the decision about the year group to which the child should be admitted, they will also be given reasons for the decision. Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to an intake age group (for example, reception), the home local authority must process the application as part of the main admissions round. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

### 2.3 Early Years Provision

Attendance at the academy's early years provision (Foundation 1) does not guarantee a place in reception (Foundation 2). Parents must make an application to the home Local Authority, as per the application process set out in section 3.

### 3. Application Process (normal admissions rounds)

- 3.1 The academy participates in **Lincolnshire County Council's Co-ordinated Admissions Scheme** which processes admissions applications submitted at the 'normal time' ie. starting primary school, moving to junior school, and moving to secondary school and all deadlines in this scheme should be adhered to by applicants.

All other admissions applications are known as 'in-year' applications and follow a slightly different application process referred to in section 4.

- 3.2 Applications for admissions in the normal admission year (reception) must be made to the local authority where the child resides (the child's home local authority) by **15 January 2023**. Parents should apply using the **Local Authority Application Form**, to be returned online to their home Local Authority before the closing date. For Nottinghamshire residents this form can be found on the Lincolnshire County Council website at [www.lincolnshire.gov.uk/school-admissions](http://www.lincolnshire.gov.uk/school-admissions). Applications can also be made by completing a paper application form or by telephone on 01522 552222.

#### 3.3 Ranking Applications

In line with the Trust's 'Scheme of Delegation' the Local Governing Body (LGB) at the academy is responsible for applying the admissions oversubscription criteria (see section 5) to all applications and ranking them in priority order. Applicants will then be sent a decision by the home Local Authority on the offer day.

#### 3.4 Infant Class Size Regulations

Section 1 of the SSFA 1998 limits the size of an infant class to 30 pupils per school teacher. Parents should be aware that when the LGB is considering applications for places, they must keep to the 30 limit.

#### 3.5 National Offer Day

This is the day each year on which local authorities are required to send the offer of a school place to all parents in their area. For primary pupils, offers can only be communicated by the home local authority on 16 April 2023 or the next working day.

These dates are relevant to all on-time applications in the primary coordinated admissions rounds. If offer day falls on a non-working day, information will be sent on the next working day.

#### 3.6 Late Applications (those received after the closing date)

Late applications are considered after all on time applications have been processed and will be processed in-line with the Lincolnshire County Council Co-ordinated Admissions Scheme. Full details of which are available at [www.lincolnshire.gov.uk/school-admissions](http://www.lincolnshire.gov.uk/school-admissions).

### 3.7 **Waiting List**

Parents whose children are not offered a place will be placed on a waiting list which is maintained in partnership with Lincolnshire County Council until the end of the academic year. The position on a waiting list is decided by the oversubscription criteria. No reference is made to the date an application has been received or whether a parent has appealed against the decision. The waiting list is re-ranked every time there is a new application. If any applications are received that have a higher priority within the admission oversubscription criteria, these will be placed higher than applications that may have been on the list for some time. Being on a waiting list does not mean that a place will eventually become available. If a place becomes available, the place will be allocated to the child who is top of the waiting list at that time.

### 3.8 **Right of Appeal**

Under the terms of the School Admissions Appeals Code 2012, if you apply for and are refused a place at **WGPA** you have the right to appeal.

In all cases where a place is refused at the academy, the applicant will be informed of their right of appeal to an independent panel. The decision of the independent panel is binding on all parties. Details of how to appeal a decision to refuse admission will be communicated to the applicant at the time of the refusal and will also be available on the academy website.

### 3.9 **Withdrawing an offer of a place**

An offer of a place may only be withdrawn if it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

### 3.10 **Fraudulent information**

Where an offer of a place is found to be based on fraudulent or intentionally misleading information provided on the application, and this effectively denied a place to a child with a higher priority for the place at the school, the offer of a place may be withdrawn.

Where the allocation has been withdrawn, the application will be reconsidered and the usual statutory right of appeal will be made available if a place is subsequently refused.

The academy will check the home address on any applications where there are doubts about the information provided.

### 3.11 **Repeat Applications**

Repeat applications to the academy will not be considered in the same school year unless there has been a significant and material change in the circumstances of the application or those of the academy. A significant and material change in circumstances is something that alters the decision already made.

## 4. **In-Year Admissions Applications**

- 4.1 Details of the application process for 'in year' admissions is on the Lincolnshire County Council website [www.lincolnshire.gov.uk/school-admissions](http://www.lincolnshire.gov.uk/school-admissions) and applications should be made directly to them. Parents can apply online, by

telephone or by completing a paper application form. For transfer or application outside the normal admissions round the waiting list lasts until the end of the current academic year. It is maintained in strict 'admission criteria' order, irrespective of the date of application and is re-ranked every time there is a new application.

- 4.2 The academy also participates in **Lincolnshire County Council's Fair Access Protocol**, which includes the admission of vulnerable children in collaboration with the Local Authority. For full details please visit [www.lincolnshire.gov.uk/school-admissions](http://www.lincolnshire.gov.uk/school-admissions).

## 5. The Academy's Admissions Arrangements

- 5.1 If there are fewer applications than places available, for the year group applied for, then all applicants will be allocated a place. If the academy receives more applications than it has places for, then the following oversubscription criteria will be applied after places have been allocated to any pupils who have an **Education, Health and Care Plan (EHCP)** which names the school.

### 5.2 Special Circumstances

Children whose particular medical need, mobility support needs, special educational needs or social circumstances that are supported by written evidence from a doctor, social worker or other relevant professional at the time of the application will be considered by the academy. The information must demonstrate that WGPA is the only school/academy which can cater for the child's particular needs.

### 5.3 Oversubscription Criteria

The first criterion represents the group of children most likely to get a place at the school. The last criterion represents the group of children least likely to get a place.

- a) Children looked after by a local authority and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted
- b) Children who have siblings on roll at the time of application.
- c) Children who have medical or social grounds supported by appropriate professional evidence, for example a letter from a doctor or social worker.
- d) The distance from the home to the academy, priority will be given to the child living closest to the academy.

### 5.4 Distance Measurement

In the event of oversubscription, within all but the first criterion, preference will be given to children who live nearest to the academy as the crow flies (by straight line). Distances are measured from the main administrative point at the school campus to an address point (using eastings and northings as defined by Ordnance Survey) to the child's home using Lincolnshire County Council's computerised distance measuring software.

### 5.5 Tie Breaker

. Where two or more applicants are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation will be used to allocate places supervised by someone independent of the academy.

## 5.6 Multiple Births

Where one child of a multiple birth can be admitted otherwise than as an excepted pupil the other child/children will also be admitted. In the case of infant class size, the additional sibling(s) would be an “excepted pupil or pupils.”

## 5.7 UK Service Personnel

For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Directors 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, intended 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, where another address is not available or where the parent requests this.

The governors will not refuse a service child a place because the family does not have an intended address or does not yet live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the school for more details.

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 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
- The prejudice from admitting an extra child would be excessive.

The governors have discretion to admit in these circumstances if they wish but are not obliged to do so. If a place is refused, parents will be informed of the statutory right of appeal.

## 6. Definitions

### 6.1 Looked after and previously looked after children.

The School Admissions Code 2021 states that all admission authorities must give highest priority to this group of children and provides the following definition:

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 in accordance with 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 residence order or special guardianship order). This

includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. Child arrangements orders are defined in section 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).

An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A residence order and child arrangements order is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. 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).

1.7 of the Schools Admissions Code 2021 provides a definition of IAPLAC and the new DfE guidance for admission of IAPLAC offers the following:-

"To be eligible for IAPLAC priority, the child must appear (to the admission authority) to have been in state care outside of England (in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society) and ceased to be in state care as a result of being adopted."

## 6.2 Home address

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, and private fostering where either the parental address or that of the foster parent may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (Sunday, Monday, Tuesday, Wednesday, or Thursday) will be taken to be the place of residence.

Evidence that a child's place of residence is permanent may also be sought and this should prove that a child lived at the address at the time of the application. Informal arrangements between parents will not be taken into consideration.

## 6.3 Parent

- The mother of the child.
- The father of the child where he was married to the mother either when the child was born or at a later date.
- The father of the child if (since 1 December 2003) he was registered as the father on the birth certificate.
- An adoptive parent.
- Any other person who has acquired 'parental responsibility' through the courts; evidence of this may be required.

The person making the application must hold parental responsibility. If those with parental responsibility are unable to agree on the preferences received by the academy, it may be necessary for parents to obtain further legal advice. The academy will continue to process an application unless legal documentation is

provided that states an application cannot be processed. In cases where multiple applications are received for the same child, the academy will establish where the child lives for the majority of the time.

#### 6.4 Sibling (brother or sister)

- Brothers and/or sisters who share the same parent(s).
- A half-brother, half-sister or legally adopted child living at the same address
- A child looked after by the local authority placed in a foster family with other school aged children
- A stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.



## THE WEST GRANTHAM CHURCH OF ENGLAND PRIMARY - NURSERY

All decisions regarding the admission of children into the nursery are made with reference to this policy.

The Nursery class is part of The West Grantham Church of England Primary Academy providing education for 3 and 4 year olds. The maximum number of children that can be admitted is 26 in each morning session and 26 in each afternoon session. If a child is eligible for 30 hours funding, they can attend both sessions. Session times are 8.30am to 11.30am and 12.00pm to 3.00pm.

The academy anticipates that there may be occasions when we are unable to offer places to all parents wishing their child to attend the Nursery. It is unfortunate when this occurs, but the Nursery has a set limit beyond which it cannot function efficiently, child/teacher ratios will become unacceptable and the Nursery may not comply with various Health and Safety Regulations. It is likely in the future that this situation will arise more frequently, so in order to allocate places on a fair basis to all, we have formalised the admissions procedure and clearly defined the method of prioritising in the event of over subscription.

The Academy places no constraints on who may apply for entrance to Nursery, all applications will be considered and processed in accordance with the guidelines in this document. Children will be admitted without reference to ability or aptitude.

All children are funded by the Government. The Academy makes no charge in relation to the free entitlement to 15 hours of Nursery provision. In order to qualify for entry into a Nursery class children must have reached the age of three by the 31 August in that year.

It is vital that applications are made as early as possible in order that the Academy can process them and let parents know where they stand well before their son or daughter is due to start Nursery. If we are unable to offer a place this will ensure that parents have time to make alternative arrangements. We therefore will not prioritise any late applications until all timely applications have been offered a place and decided to accept or reject it.

Applications must be made using the application form available from the academy office. This will ensure that the academy has all the necessary information.

The sequence of events will be as follows:

1. Application forms received by the nursery, registered and dated by 31 January (Application submission date) before the September they are due to start Nursery.
2. At the beginning of February prior to the September of admission a place will be offered to all children meeting the priority criteria, up to 26 places (in each session).
3. Acceptance of a place is open for 10 working days.

The Academy would naturally welcome being kept up to date regarding any changes in circumstances (for example an impending move from the area or decision to go to another school) in order that we can be as fair as possible to others on the waiting list.

If an offer is made the applicant is to confirm, within 10 working days of the date of the offer being made that they wish to take up the place. In the event of over subscription, in fairness to those on the waiting list, the nursery must know quickly how many places will be taken so that spare places can be offered to others. We would not expect applicants to hold more than one nursery offer.

If we do not receive a reply to the offer we will have to consider this a rejection of the place. We will of course attempt to contact applicants before doing this. It must be noted that, due to funding arrangements, only applications from parents who wish to take up all five morning or afternoon sessions can be accepted.

### **APPLICATION CRITERIA**

Before allocating places the academy will first meet its statutory duty to children with a statement of Special Educational Need or an Education, Health Care Plan which names the school.

Where applications for admission exceed the published admissions number, the oversubscription criteria will be applied in the order set out below. Criteria marked with numbers in brackets are explained separately in the definition and notes section.

- 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 site care outside of England and ceased to be in state care as a result of being adopted. (1)
- b) Children who have siblings on roll at the time of application. (2)
- c) Children who have medical or social grounds supported by appropriate professional evidence, for example a letter from a doctor or social worker.
- d) The distance from the home to the nursery, priority will be given to the child living closest to the nursery, as defined in note 3. (3)

If the distance 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 Academy or working in the Local Authority of Children's Service Directorate.

### **DEFINITIONS**

1. A child in the care of the local authority is provided with accommodation by them in accordance with section 22 of the Children's Act 1989, at the time of application. This includes any child that has previously been in care and who is now adopted or who is subject to a residence order or special guardianship order. 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.
2. 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 other 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 nursery will go above its admission number as necessary to admit all the children, unless this would make the class too large.

Brothers and sisters in the same year group - where there is only one place available in the nursery the children will be considered together as one application. The nursery will go above its admission number as necessary to admit all the children, except in cases where the class becomes too large.

3. The nearest address to the nursery is found by measuring the distance from your home address to the nursery by driving distance along public highways. We do not measure to any other nurseries. Distance is measured electronically along public highways using the post office address point of the home to the post office address point of the school.

### **OVER SUBSCRIPTION FOR MORNING AND AFTERNOON SESSIONS**

While we will endeavour to allocate your preferred session, in the event of over subscription for either morning or afternoon, places will be awarded on the basis of the admissions criteria.

Applications will be kept on a list in accordance with the admissions criteria and parents will be contacted in accordance with that list, should a place become available subsequently for the preferred session.

### **ADMISSION CRITERIA OTHER THAN SEPTEMBER INTAKE**

Applications must be made using the application form available from the academy.

If you wish to register your child for the spring or summer terms only then a place will be offered subject to availability during the term before and the same priority criteria will apply as before.

### **RIGHT TO APPEAL**

There is no law to say nursery children must have a place and so there is no right of appeal against a decision not to offer a child a place at a particular nursery school or class.

### **ADMISSION TO RECEPTION YEAR**

Although the Nursery class is part of The West Grantham Church of England Primary Academy there is no automatic entry to Reception Year and parents must apply and register for this separately in accordance with the Admissions Policy for The West Grantham Church of England Primary Academy (detailed above). It is not a requirement to have attended the Nursery in order to be able to apply for a place at The West Grantham Church of England Primary Academy.