Admission arrangements for Community and Voluntary Controlled Primary, Infant and Junior schools 2024-2025

This policy applies for Primary, Infant and Junior schools.

Lincolnshire County Council is the admissions authority for these schools.

Arrangements for applications for places in the normal year of intake (reception in primary and infant schools and year 3 in Junior schools) will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements. Lincolnshire residents can apply online via the parent portal on our website, by telephone or by requesting a paper application. Residents in other areas must apply through their home local authority. Community and voluntary controlled schools will use the Lincolnshire County Council's co-ordinated scheme published online 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).

The published admission number (PAN) of each school is outlined at the end of this document.

In accordance with relevant legislation, the allocation of places for children with an Education, Health and Care Plan (EHCP) where the school is named on the plan will take place first. Remaining places will be allocated in accordance with this policy.

Places will be allocated first to those who make an application before other children are considered.

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 a nursery to a primary or infant school. Parents must also make a separate application for the transfer from an infant to a junior or primary school.

The intended overall effect of the proposed oversubscription criteria is to maximise the likelihood that local children will gain places at their local school in an oversubscribed year but this is not guaranteed.

Oversubscription Criteria

The oversubscription criteria are listed in the order we apply them. If it is necessary to distinguish between more than one applicant under any criteria, the next criteria will be applied until the tiebreaker is used.

Definitions of terms indicated by numbers are given separately below.

Criterion	Description	Notes
A	Looked after children and previously looked after children	See note 1
B	Children with a sibling attending the school at the time of application, or who will be attending the school at the expected time of admission	See note 2a and 2b In the case of infant and junior schools, the associated school will be considered as 'attending the school' for the purposes of this category as outlined in note 2b.
C	Children for whom this school is the nearest school to their home address	See note 3a, 3b and 4.
D	Church criterion where in operation	See note 5.
E	Distance of the home address to the school. Places will be allocated to those living nearest the school first.	Measured by straight line distance. See note 3b and 4.

Tiebreaker

If it is not possible to distinguish between one or more applicants for the last remaining place(s) then a lottery of those students will be drawn by an independent person, not employed by the school or working in the local authority children's services directorate.

Notes relating to the oversubscription criteria

1) Looked after and 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 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).

This also includes 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.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.

2a) Sibling

Included in this criterion are:

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

In all cases both children must live at the same address.

2b) Associated infant and junior school links

Sibling links across certain infant and junior schools are taken into account, these schools are:

Infant school	**Associated junior school**
Holton-Le-Clay Infants' School	Holton-Le-Clay Junior School
Lincoln St Faith's Church of England Infant School	Lincoln St Faith & St Martin Church of England Junior School
Lincoln St Peter in Eastgate Church of England Infants' School	Lincoln Westgate Academy
Lincoln Woodlands Infant and Nursery School	Lincoln Birchwood Junior School
Louth Eastfield Infants' and Nursery School	Louth Lacey Gardens Junior School
Marshchapel Infant School	Grainthorpe Junior School

3a) Nearest school

The nearest school is found by measuring the straight line distance from the child's home address to all state funded mainstream schools admitting children in the relevant year group.

Distances are measured in a straight line and are calculated to three decimal places (for example 1.543 miles) by the Lincolnshire County Council school admissions team, using Servelec's "Synergy" system. Information about the address used for each application is taken from the Ordnance Survey AddressBase database, which provides 12-figure X and Y coordinates for each individual property.

Details of which school is the closest school to your home address can be found at on our website.

3b) Home Address

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).

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.

We do not take into an account an intention to move when considering a home address unless this is for members of the UK Armed Forces or a returning Crown Servant as outlined

in the relevant section below.

4) Distance criterion

The distance measurement is found by measuring the distance from the child's home address to the school. Distances are measured in a **straight line** and are calculated to three decimal places (for example 1.543 miles) by the Lincolnshire County Council school admissions team, using the “Synergy” system.

Information about the address used for each application is taken from the Ordnance Survey AddressBase database, which provides 12-figure X and Y coordinates for each individual property. Distances are measured from this point to the school.

5) Church criterion

The following table shows the schools where church criterion is in operation and gives the local details of how parents can apply for priority on these grounds.

Parents applying on these grounds must state on their application form that they wish to be considered under this priority. Attendance at worship must be verified by a signed letter from an officiating minister at the place of worship. Schools will verify claims for priority on this ground by contacting parents for details of the person who can provide written confirmation that they meet the eligibility for priority as stated below.

If you have only recently moved to the area the school can also consider written evidence of an equivalent commitment to a place of worship at your previous address, provided you have started to worship in the area you have moved to.

School name	Voluntary controlled schools' church criteria
Barrowby Church of England Primary School	Priority will be given to children of: 1. Regular worshippers at the local Parish Church of All Saints Barrowby. 2. Regular worshippers at Barrowby Baptist Fellowship. Regular is defined as at least once a month at the place of worship for at least a year by the date of application. This will be verified by a signed letter from an officiating minister at the place of worship.
Lincoln St Peter in Eastgate Church of England Infant School	Children regularly attending worship at any of the following churches in no order of priority: • St. Peter in Eastgate or • St. Peter in Carlton or • St. Mary Magdalene Church, Bailgate or • Bailgate Methodist Church or • St. Nicholas Church Newport 'Regular monthly attendance' involves the child attending a regular act of worship at the qualifying church at least once a month and for at least one year prior to the application for a school place being made. Attendance should be verified by a signed letter from an officiating minister at the qualifying church. Parents must indicate in their application that they are claiming this priority and must complete the form naming the person who can verify that they attend church.

School name	Voluntary controlled schools' church criteria
Louth St Michael's Church of England Primary School	Priority will be given to children of regular worshippers at a local Christian church which is a member of 'Churches Together in Louth & District'. These are: St. James Parish Church, St. Michael's & All Angels, Holy Trinity, Stewton, Welton-le-Wold and South Elkington, Louth Methodist Church, South Elkington Methodist Church, Salvation Army, Louth Generations Church, Eastgate Union (URC Baptist), St. Atelheards (Orthodox) and St. Mary's (Catholic). Regular is defined as at least monthly attendance at the place of worship for at least a year before making your application. This will be verified by a signed letter from an officiating minister at the place of worship.
Skellingthorpe St Lawrence Church of England Primary School	Priority will be given to children of regular worshippers in a Christian church. Regular will be defined as at least once a month at the place of worship for at least a year before making your application. This will be verified by a signed letter from an officiating minister at the place of worship. A "Christian church" is defined as a church that subscribes to the Christian doctrine of the Holy Trinity.

For all of the schools above, in the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Other information

Twins and other siblings from a multiple birth

If twins or other multiple birth children are split by operation of the oversubscription criteria, the school will admit 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 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. Siblings in the same year group are not 'excepted pupils' to infant class limits.

Reserve list

For admission into the intake years (reception at infant and primary schools and year 3 at junior schools) where the school is oversubscribed the governors will keep a waiting list – called a reserve list. If your child is refused a place at a school they are automatically added to the reserve list of the school, unless you have been offered a higher preference school. This list is held in accordance with the oversubscription criteria. No account is taken of the amount of time a child has been on the list when allocating places.

All community and voluntary controlled schools keep reserve lists for all oversubscribed year groups. For intake years the list is kept by the school admissions team until the end of August of the admitting year, it is then passed to the schools who will keep the list to the end of the school year. Schools will clear the reserve list at the end of each school year. If you

wish your child to be placed on the reserve list after August of the admitting year or after the list has been cleared at the end of the year, you should contact the school directly.

If your circumstances change you must let the school know so that they can rank the list accurately and allocate places in accordance with the oversubscription criteria. If you do not wish to be added to the reserve list you must inform the school. If it is before 1 September of the admitting year you should also inform the school admissions team.

Appeals

In all cases where a place is refused at a school 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 Lincolnshire County Council website.

In year admissions

Parents can apply through the parent portal on our website, or request a paper application form. Schools may also accept a direct admission. In all cases where a place is refused at a school the applicant will be informed of their right of appeal to an independent panel.

Fair access protocol

The purpose of the Fair Access Protocol is to ensure that unplaced children, especially the most vulnerable, are offered a place quickly when applying outside of the main admissions round so that the amount of time any child is out of school is kept to the minimum. Governing Bodies of voluntary controlled and maintained schools (on behalf of Lincolnshire County Council as the admissions authority) will participate in the Lincolnshire County Council Fair Access Protocol (FAP). Children allocated under the Fair Access Protocol will take precedence over children on a reserve list.

Fraudulent or misleading applications

As an admission authority, we have the right to investigate any concerns we may have about an application and to withdraw the offer of a place if we consider there is evidence that an application has been made based on fraudulent or misleading information, for example if a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

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 is full. When making the decision whether to offer 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 offer 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.

Deferring admission and part time attendance

Schools provide for the admission of all children in the September following their fourth birthday. Where a child has been offered a place:

- That child is entitled to a full-time place in the September following their fourth birthday
- 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
- Where the parents wish, children may attend part-time but not beyond the point at which they reach compulsory school age
- Parents interested in deferring admission or arranging part-time attendance should contact the school to discuss this
- Parents of summer born children deferring admission until the child starts Year 1 must reapply through the in-year process and risk losing the offered school place if the school is oversubscribed or becomes oversubscribed in the school year

Admission of children outside of their normal age group

Children are typically allocated places according to their chronological age but 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 issues such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Parents wishing to make these requests should 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.
Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned taking into account:

- the parent's views
- any available 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 the child has 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 of the school concerned
- If the child enters school for the first time at statutory school age, would it be in the child's best interest to join Reception or Year 1

For a full list of when applications will be considered and decisions communicated, get in touch at outofcohortadmissions@lincolnshire.gov.uk.

Parents and carers will be informed of the decision in writing setting out clearly the reasons for the decision. In the case of those requesting delayed admission. If this is agreed, the parents and carers must decide whether to withdraw their application and apply in the next admissions round or proceed with an offer with children of their chronological age. If the request is refused, parents must decide whether to accept the offered place for Reception in the typical age group or refuse it and make an in-year application for Year 1 in the summer term.

The decision made one school is not binding on any other school and therefore schools may come to different decisions based on the information submitted.

Published Admission Numbers for Community and Voluntary Controlled Primary Schools

School	PAN
Alford Primary School	60
Allington with Sedgebrook Church of England Primary School	16
Ancaster Church of England Primary School	25
Bardney Church of England and Methodist Primary School	30
Barrowby Church of England Primary School	34
Bassingham Primary School	30
Baston Church of England Primary School	25
Billingborough Primary School	20
Billinghay Church of England Primary School	25
Binbrook Church of England Primary School	15
Boston Hawthorn Tree School	60
Boston Saint Thomas' Church of England Primary School	60
Brant Broughton Church of England and Methodist Primary School	15
Bucknall Primary School	8
Burgh-le-Marsh St Peter and St Paul Church of England Primary School	30
Bythams Primary School	12
Caistor Church of England and Methodist Primary School	45
Claypole Church of England Primary School	25
Coleby Church of England Primary School	12
Corby Glen Community Primary School	20
Corringham Church of England (Voluntary Controlled) Primary School	12
Crowland South View Community Primary School	60
Deeping St James Community Primary School	30
Deeping St Nicholas Primary School	10
Denton Church of England School	10
Digby Church of England School	15
Digby The Tedder Primary School	20
Donington Cowley Endowed Primary School	40
Donington-on-Bain School	15
Dunholme St Chad's Church of England Primary School	30
Dunston St Peter's Church of England Primary School	15
Eagle Community Primary School	12
Faldingworth Community Primary School	10
Fiskerton Church of England Primary School	12
Fleet Wood Lane School	25
Frithville Primary School	10
Fulstow Community Primary School	10
Gainsborough Charles Baines Community Primary School	30
Gainsborough St George's CE Community Primary School	30
Gedney Drove End School	10
Gedney Hill Church of England (Controlled) Primary School	15

School	PAN
Gosberton Clough and Risegate Community Primary School	13
Grainthorpe Junior School	15
Grantham Belmont Community Primary School	30
Grantham Belton Lane Community Primary School	45
Grantham Cliffedale Primary School	45
Grantham Gonerby Hill Foot Church of England Primary School	40
Grantham St Anne's Church of England Primary School	30
Grasby All Saints Church of England Primary School	15
Great Steeping Primary School	16
Hackthorn Church of England Primary School	8
Halton Holegate Church of England Primary School	10
Harlaxton Church of England Primary School	30
Heckington St Andrew's Church of England Primary School	30
Hemswell Cliff Primary School	15
Holbeach St Mark's Church of England Primary School	10
Holton-le-Clay Infants' School	45
Holton-le-Clay Junior School	45
Ingham Primary School	15
Kelsey Primary School	15
Kirton Primary School	90
Langtoft Primary School	30
Leasingham St Andrew's Church of England Primary School	30
Legbourne East Wold Church of England Primary School	17
Legsby Primary School	10
Lincoln Birchwood Junior School	90
Lincoln Leslie Manser Primary School	40
Lincoln Monks Abbey Primary School	75
Lincoln St Faith & St Martin Church of England Junior School	90
Lincoln St Faith's Church of England Infant School	90
Lincoln St Peter at Gowts Church of England Primary School	30
Lincoln St Peter in Eastgate Church of England (Controlled) Infants' School	30
Lincoln The Meadows Primary School	60
Lincoln The Sir Francis Hill Community Primary School	90
Lincoln Woodlands Infant and Nursery School	60
Louth Eastfield Infants' and Nursery School	90
Louth St Michael's Church of England Primary School	45
Mareham-le-Fen Church of England Primary School	15
Market Deeping Community Primary School	45
Market Rasen Church of England Primary School	45
Marshchapel Infant School	15
Martin Mrs Mary King's Church of England (Controlled) Primary School	15
Metheringham Primary School	40
Middle Rasen Primary School	15

School	PAN
Morton Trentside Primary School	30
Moulton Chapel Primary School	10
Moulton The John Harrox Primary School	40
Navenby Church of England Primary School	30
Nettleton Community Primary School	10
New Leake Primary School	8
New York Primary School	8
Newton on Trent Church of England Primary School	10
Nocton Community School	10
Normanby-by-Spital Primary School	10
North Cockerington Church of England Primary School	12
North Cotes Church of England Primary School	11
North Hykeham All Saints Church of England Primary School	30
North Scarle Primary School	10
Osbournby Primary School	15
Osgodby Primary School	15
Potterhanworth Church of England Primary School	15
Quadring Cowley and Brown's Primary School	16
Reepham Church of England Primary School	25
Ropsley Church of England Primary School	15
Ruskington Winchelsea Primary School	30
Saxilby Church of England Primary School	50
Scamblesby Church of England Primary School	10
Scampton Church of England Primary School	13
Scampton Pollyplatt Primary School	30
Scotter Primary School	40
Shepeau Stow Primary School	15
Sibsey Free Primary School	25
Skegness The Richmond School	60
Skellingthorpe St Lawrence Church of England Primary School	30
Skellingthorpe The Holt Primary School	30
Sleaford Church Lane Primary School and Nursery	30
Sleaford St Botolph's Church of England School	60
South Hykeham Community Primary School	20
Spalding Monkshouse Primary School	60
Stickney Church of England Primary School	30
Sturton by Stow Primary School	30
Sutterton Fourfields Church of England School	30
Sutton Bridge Westmere Community Primary School	45
Sutton St James Community Primary School	20
Sutton-on-Sea Community Primary School	30
Swinderby All Saints Church of England Primary School	15
Swineshead St Mary's Church of England Primary School	40

School	PAN
Tattershall Primary School	20
Tealby School	10
Tetford The Edward Richardson Primary School	15
Tetney Primary School	20
Thorpe-on-the-Hill St Michael's Church of England Primary School	30
Toynton All Saints Primary School	15
Uffington Church of England Primary School	15
Waddingham Primary School	15
Walcott Primary School	12
Welbourn Church of England Primary School	10
West Pinchbeck St Bartholomew's CE Primary School	15
Weston Hills Church of England Primary School	20
Willoughby St Helena's Church of England Primary School	20
Willoughton Primary School	10
Withern St Margaret's Church of England School	10
Wragby Primary School	30