

## **[Revised and Adopted Spring 2020]**

### **Admissions Policy 2021/22 – Cranwell Primary School**

The governors of Cranwell Primary School are committed to applying 'best value' principles to all aspects of the management and organisation of the school and have therefore formulated this policy to ensure that the school is using its resources effectively to meet the needs of the children. The school operates its admission policy in accordance with the dates and deadlines set out in 'School's Coordinated Admissions Scheme' for Lincolnshire. Dates are determined for each year and information on these can be obtained from the School or the Offices of the Lincolnshire Authority. Cranwell Primary School is a Foundation School and is a maintained School under Lincolnshire County Council.

This Admissions Policy defines the procedures used for the admission of pupils:

- To the Foundation Setting (Foundation) FS2 – admissions administered by Lincolnshire County Council
- To other year groups – admissions administered by Cranwell Primary School

#### **Pupil Admission Numbers (PAN)**

The School will admit a PAN of 60 children per year group.

#### **Foundation Stage (FS2)**

- Cranwell 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 Foundation Stage at Cranwell 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. Cranwell Primary School will adhere to the timescales outlined in the Lincolnshire County Council Co – ordinated admissions scheme available at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) for these applications and the relevant Local Authority will make the offers of places on our behalf as required by the School Admissions Code (2014).

#### **Home – School Links**

Parents of children starting school for the first time in the Foundation (FS2) setting receive invitations to attend a meeting at the School prior to the admission of their children. These children also have the opportunity to spend some time in their new class setting prior to entry. The Foundation Stage Teachers and Learning Support Assistants undertake a programme of home visits in the term before they enter school.

#### **Children of UK service personnel (UK Armed Forces)**

- 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 Governors 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 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.

The Governors will not refuse a service child a place because the family does not currently live in the area.

#### **Criteria for Admission**

The allocation of places is made without reference to physical or mental ability, aptitude, race, nationality or ethnic origin.

In accordance with legislation the allocation of places for children with an Education, Health and Care Plan (Children and Families Act 2014) naming the school in the plan will take place first. Remaining places will be allocated in accordance with this policy the school must be named in the child's plan for the priority to apply.

If the school is over-subscribed in a particular year group, then the Admissions Panel will rank applicants using the following criteria in the order in which they are stated:

- (1) Looked After Children
- (2) Siblings
- (3) Proximity to Cranwell Primary School

1. Children in the care of the Local Authority termed Looked after children and all previously looked after children. 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).

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. 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 s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. Where the child has a sibling currently attending the school who will still be attending when the new entrant begins school.

'Siblings' are defined under the Lincolnshire County Councils Admission Policy as:

- A full brother or full sister, whether or not resident in the same household.
- 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.

In the case of 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.

3. The proximity of the child's home to the School, with those living nearer to the School being accorded the higher priority. Distance will be measured by *Straight line distance as calculated electronically* to three figures after the decimal point (eg 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 of the school.

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.

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

### **Tie Break**

Tie breaker: If two or more children are tied for the last place a lottery will be drawn by an independent person, not employed by the school or working in Children's Service Directorate at the local authority.

### **Midyear Admissions**

Applications should be made via Cranwell Primary School or Lincolnshire County Council. Cranwell Primary School will accept admissions up to the Published Admission Number of 60 in each year group. 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 informed of your right of appeal. Parents can apply online at

<http://www.cranwell.lincs.sch.uk/admissions> or call 01400 659001 for a paper form

or

[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. Cranwell Primary School Governing Body 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 Cranwell Primary school will keep a waiting list which we call a reserve list. If we refuse a place at our school your child is automatically placed on the reserve list, unless you have been offered a higher preference school. This list is kept in the order of the oversubscription criteria, as required by the school admissions code. Children can move up and down the list depending on where the other children are ranked against the oversubscription criteria. The admission authority must not take account of the time you have been on the list when allocating places. For the intake year the list is held by the Local Authority School Admissions Team until the end of August. After this the school admissions code requires that schools keep the reserve list until the end of the autumn term.

### **Fair Access Protocol**

The government has stated that all Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered *a place at a suitable school as quickly as possible*. This includes admitting children above the published admissions number to schools that are already full. Students allocated under fair access protocols will take precedence over those on a waiting list. Cranwell Primary School will participate in Lincolnshire County Councils the fair access protocol.

### **Fraudulent or misleading applications**

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

### **Appeal Procedure**

If you are unsuccessful in obtaining a place for your child in the primary school of your choice, you may choose to take your case to an Independent Appeals Panel. The County Council's Legal Services arranges Appeals on behalf of the Governors of Cranwell Primary School.

The decision of the Panel will be set out in a letter, which if your appeal is unsuccessful, will state the reasons why your application for a place at this school has not been upheld.

Please note: if you are applying for places in school year groups other than Foundation stage, the same process applies.

### **Enquiries and Visits to the School**

We shall be happy to answer any enquiries about the school and the education we offer our pupils. You may like to access our school website on [www.cranwell.lincs.sch.uk](http://www.cranwell.lincs.sch.uk). We welcome personal visits to the school by appointment and we shall be pleased to answer your queries and show you around before you make any application for a school place for your child. A personal tour of the school, or receipt of the school brochure, should in no way be construed as an acceptance of your child's application for admission. Such a visit is entirely without obligation on the part of 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.