



## **Cranwell Primary School - Admissions Policy 2023/24**

### **Cranwell, Sleaford, Lincolnshire NG34 8HH**

The governors of Cranwell Primary School, as the admission authority, 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.

The School's Admissions Policy is compliant with the School Admissions Code (2021) ensuring that the practices and the criteria we use to decide the allocation of school places is fair, clear, and objective.

This Policy applies to Admission arrangements for the Academic Year 2023/24.

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 apply: <https://www.lincolnshire.gov.uk/school-admissions>
- To other year groups – admissions administered by Cranwell Primary School. To apply: <https://www.cranwell.lincs.sch.uk/Admissions.asp>

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

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

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 should contact the school to discuss this.

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

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 <https://www.lincolnshire.gov.uk/school-admissions>. 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 <https://www.lincolnshire.gov.uk/school-admissions> 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).

## **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 (EHCP) **naming the school** in the plan will take place first (Children and Families Act 2014). Remaining places will be allocated in accordance with this policy.

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 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) Siblings
- (3) Proximity to Cranwell Primary School

### **1. Looked After Children 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.

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.

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 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).

### **2. Siblings**

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.

### **3. Proximity to Cranwell Primary School**

The proximity of the child's home to the School, with those living nearer to the School being accorded the higher priority.

Straight line distance 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 of the school.

Please see <https://www.lincolnshire.gov.uk/find-nearest-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). 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.

### **Tie Break**

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 used.

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.

### **Reserve list**

For admission into the intake year, the admission authority for Cranwell Primary School will operate 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 held by the Local Authority School Admissions Team until the end of August. After this, the school keeps this list until (December 31st of the admitting year/another time). This list is abolished at Cranwell Primary School and parents wishing to remain on this list must contact the school for more information.

### **Right of Appeal**

Parents have a right of appeal if a place is refused at the school.

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**

Applications can be made via Cranwell Primary School or Lincolnshire County Council.

Parents can apply online at

<https://www.cranwell.lincs.sch.uk/Admissions.asp> or call 01400 659001 for a paper form

or

<https://www.lincolnshire.gov.uk/school-admissions> or call 01522 782030 for a paper form.

If it is necessary to refuse a place, then you will be informed of your right of appeal.

### **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, 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 the parent requests this.

The Governors will not refuse a service child a place because the family does not currently 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 coordinated applications and midyear 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 above the admission number in these circumstances if they wish, but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

### **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. **NB. PAN now only relates to the intake year and should not be used in reference to other year groups.**

### **Fraudulent or Misleading Applications and the Withdrawal of Offers**

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. If a place is withdrawn, the application will be considered afresh and you will be advised of your right of appeal if a place is refused.

### **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. Cranwell Primary School will participate in the Fair Access Protocol of Lincolnshire County Council.

### **Out of Cohort Requests (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. 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 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 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

### **Infant Class Size**

Infant classes must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

The excepted children are:

- a) children admitted outside the normal admissions round with Education, Health and Care Plans (EHCP) **and name the school**;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs and disabilities who are normally taught in a special educational needs and disabilities unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

**The two paragraphs below do not form part of the admission policy, which is considered a legal document, and might better be set on the school website admissions page where parents are more likely to see them, for their helpful information.**

#### **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.

#### **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.

This Policy was adopted by the Governing Body of Cranwell Primary School (17<sup>th</sup> January 2022).