

**LITTLE GONERBY CHURCH OF ENGLAND PRIMARY  
SCHOOL**



***CHERISHING AND FLOURISHING***

**ADMISSIONS POLICY 2023-24**

**Our Vision**

Jesus said 'I have come so that you may have life in all its fullness' (John 10:10)

Little Gonerby Church of England Primary School aspires to be a place

which:

- values the richness of community,
- empowers everyone to flourish as unique individuals
- nurtures wisdom and inspires a love of learning
- develops skills and builds hope for a confident future

**Our Values**

As a nurturing Christian community our values are Compassion, Respect and Honesty. Our Vision and Values determine and underpin our decisions and behaviors.

**Our Culture and Aims**

We will achieve our vision through a culture of cherishing every individual and by:

1. Promoting happiness and fun
2. Ensuring excellent progress for every child, which equips them for life through an exciting and challenging curriculum
3. Enabling and supporting a culture of active learning and development
4. Providing an environment where people feel safe to take risks to broaden their experience and learning
5. Helping our community to understand themselves as unique individuals and their role within the school and the wider society
6. Enabling our community to grow spiritually, make choices for themselves and to develop an understanding of the meaning and significance of faith

**This policy supports all the above aims with particular emphasis on areas 2,4,5,6**

**In formulating this policy governors have had regard for the following:**

- Christian Distinctiveness
- Equality and Diversity
- Health and Safety
- Data protection

**Date agreed: 1 February 2022**

**Review date: November 2022**

**Variation Document – July 2022**

## Introduction

- Little Gonerby Church of England Primary School is an academy with a designated Church of England religious character serving the community of Grantham.
- The Governing Body is responsible for all decisions about admissions, including this policy. The Governing body is therefore the 'Admissions Authority' for this school acting in accordance with all necessary statutory requirements.
- The Published Admissions Number is 30 children in the Reception year.
- Little Gonerby 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.

## 1. Aims

- As a caring Christian community, we want to do the very best we can for every child attending our school.
- We are an inclusive school and welcome children from all backgrounds and abilities.
- It is our wish that parents<sup>1</sup> who express a preference for this school will be offered a place. However this is not always possible if the demand exceeds the places available. The admission and oversubscription criteria governors follow is given below.

## 2. How to Apply

- Arrangements for applications for places in Reception at Little Gonerby 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. Little Gonerby 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 2021. In-year admissions are dealt with in accordance with section 9 below.

- Your completed form should be returned to the local authority by the due date.
- Details of all applicants will be sent to the school, to allow the Governing Body to consider all the applications, in accordance with their published admission criteria.
- Offers of places at the school will be made by the local authority on behalf of the governors in April.

#### **4. Admission Criteria**

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 the following criteria in the order given:

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.<sup>2</sup>
1. Children who have a sibling<sup>3</sup> attending Little Gonerby School at the time of application.
2. Children of a current member of the school staff, where that staff member has a permanent contract of employment and has been employed at the school for two or more years at the time of application, or if the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Straight line distance<sup>4</sup> from home to the School, with the applicant living nearest to the School having priority.

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.

#### **5. 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 the Local Authority Children's Services Directorate.

#### **6. Late Applications**

The Governors will operate within the agreed co-ordinated schemes of the Local Authority and all dates set therein. Parents are strongly encouraged to ensure their application is received by the closing date stated on the common application form. Late applications will be considered in accordance with the Lincolnshire Schools Co-ordinated Admissions Scheme,

found in the booklet 'Going to School in Lincolnshire' and on the website [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions).

## **7. Infant Class Size**

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher. Parents or carers should be aware that when the Governing Body is considering applications for places, they must keep to the 30 limit except in exceptional circumstances as outlined in the School Admissions Code 2014 section 2.15.

## **8. Reserve List**

For entry into reception a waiting list is kept 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. This means that children can move up and down the list depending on where the other children are ranked against the oversubscription criteria. The governors 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 Local Authority Schools Admission Team until the end of August.

After this the school will keep the reserve list until the [last day of the calendar year, after which the list is abolished and parents wishing to remain on this list must contact the school for more information](#). Reserve lists for other year groups known as In Year Admissions are also maintained if required and will be cleared at the end of the academic year.

## **9. In-year admissions**

Applications should be made via Lincolnshire County Council or directly to the school. 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 [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) or call 01522 782030 for a paper form.

## **10. 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.

Little Gonerby 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.

## **11. Fair Access**

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 reserve list or awaiting appeal](#). Little Gonerby School will participate in Lincolnshire County Council's fair access protocol.

## **12. Right of Appeal**

- Parents who are not offered a place for their child have a right to appeal to an Independent Appeal Panel.
- Little Gonerby School uses the Lincolnshire County Council online admission appeals service. [Details of how to appeal a decision to refuse admission will be communicated to the applicant at the time of the refusal](#). Further information about appeals can be found on the school website and at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions)
- An Independent Panel will hear your appeal and the decision of the Panel will be binding on the school and the parents and carers.

## **13. 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 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 to appeal if a place is refused.](#)

## **14. Definitions and Notes**

1. **Parent** – this is defined as a person who has parental responsibility or a person who has day to day care of a child, as defined by section 576 of the Education Act 1996.
2. **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 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).
3. **Sibling** - Governors use the following definitions:
- Each of two or more children having one or both parents in common.
  - Another child normally resident in the same house, for whom an adult in the household has parental responsibility as defined in the Children Act 1989 or Section 576 of the 1996 Act, including responsibility for a foster child living in the same house.
  - **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 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.
4. **Distance measurements** -Proximity of a child's home in relation to the school, with those living nearest to the school being accorded the highest priority as measured by straight line distance electronically 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. We measure distance to three decimal places, e.g. 1.256 miles.

**Home Address** – Governors use the following definition:

- By home we mean 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.

### **5. 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 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.