



## **The Gainsborough Parish Church CE Primary School**

### **Admissions Policy 2025-2026**

The school is attended by children from 4+ to 11. The Gainsborough Parish Church 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 Reception at The Gainsborough Parish Church 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. The Gainsborough Parish Church C of E 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 (2021). In year admissions are dealt with in accordance with the in-year section below.

All children will be considered for entry on an equal basis but, in order to keep the school roll down to the numbers for which accommodation is available, it is necessary to have an annual admission limit and a policy of priorities.

For children who will be five in the next academic year the allocation of places follows the local authority's coordinated scheme of admission. Further information is available from the local authority.

During the term before children are admitted there will be a meeting for parents and opportunities for the children to make familiarisation visits to the school with a parent.

In accordance with legislation the allocation of places for children with the following will take place first; Education, Health and Care Plan (Children and Families Act 2014) where the school is named. Remaining places will be allocated in accordance with this policy.

The current Published Admission Number is 45. In the event of over-subscription the following criteria will apply in the order stated. Words marked with a number, for example, 1 2 3 are explained separately at the end.

1. Children who are looked after by a local authority - 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>1</sup>.
2. Children who have a sibling already attending the school, when the younger child starts<sup>2</sup>;
3. Distance of a child's home to the school<sup>3</sup>. Priority will be given to the children for whom this is their closest state funded school.

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.

### **Explanations and definitions:**

#### **1. Definition of Children in Public Care**

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.

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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).

#### **2. Sibling:**

- 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 or Section 579 of the 1996 Education Act.

### **Twins and other siblings from a multiple birth:**

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**

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. Distance from home to school**

This applies when the school is the nearest state funded, non-selective, mainstream school to the child's address admitting children to the relevant year group; this is calculated by Lincolnshire County Council school admissions team using straight line distance to three decimal places e.g.1.234 miles. If you reside in Lincolnshire, you can use the search tool at <https://www.lincolnshire.gov.uk/find-nearest-school> to identify which school is your closest school.

### **4. Home address (“place of residence”)**

This is the address where the child lives for the majority of the school term time with a parent who has parental responsibility (as defined in section 576 of the Education Act 1996) and a parent includes a person who is not a parent but who has responsibility for her/him. This could include a pupil's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc. unless they have all the rights, duties, powers and responsibilities and authority which by law a parent of a child has in relation to the child and their property.

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.

Equally, where a family possesses more than one home, the Governors will take as the home address (place of residence) the address where the family and child habitually and normally live for the majority of the school term time.

The Governors have the right to investigate any concerns it may have with respect to the accuracy of information provided by parents on an application form and to withdraw the offer of a school place if there is evidence that parents have made fraudulent claims, for example, concerning parental responsibility or address given.

If a place at the school is refused, parents have the right to appeal to an independent panel against the decision. Details of the procedure are available from the school.

### **Reserve List**

For admission into the intake year the admission authority for The Gainsborough Parish Church 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 31<sup>st</sup> of the admitting year. This list is abolished at The Gainsborough Parish Church C of E Primary School and parents wishing to remain on this list must contact the school for more information.

### **In-Year Admissions**

The governors will accept admissions into other year groups if there are places. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If there are no places then you will be told of the independent appeal system. We do not operate a reserve list. Parents can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) or call 01522 782030 for a paper form.

### **Fair Access**

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. The Gainsborough Parish Church C of E Primary School will participate in the Fair Access Protocol of Lincolnshire County Council.

### **Children of 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 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 have an intended address or does not yet currently 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 in year applications supported by the appropriate military documentation we will aim to remove any disadvantage to UK service personnel (UK Armed Forces), the school's 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 a higher priority under the oversubscription criteria. This is because we must only allocate places based on the criteria, and must not admit a Service child ahead of another child with a higher priority under the 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.

### **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. The 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

### **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. 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.

## **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.

**Reviewed May 2023**

**Dated Reviewed and Approved by the Governing Body: 6<sup>th</sup> February 2024**

**Signed:** S Eden  
Chair of Governors

**Review Date: October 2025**