



Tydd St. Mary Church of England School

Admissions Policy 2022

The Governors and Headteacher of Tydd St. Mary School have the right to admit to a published admission number (PAN) of **15 pupils** to the school each September.

The admission limit is agreed between the LA and the Governors.

Arrangements for applications for places in Reception at Tydd St Mary Church of England Primary 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, they can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority.

Tydd St Mary Church of England Primary School will use the Lincolnshire County Council's timetable published online for these applications and the relevant Local Authority will make the offers of places on their behalf as required by the School Admissions Code.

Tydd St Mary Church of England 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.

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) naming the school in the plan. Remaining places will be allocated in accordance with this policy.

Where applications to the school exceed the places available, 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.

Priority of admission is given to:

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.

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).

2. Children who have a brother or sister who will still be attending Tydd St. Mary School when the child is due to start.
 - A full brother or sister, whether or not resident in the same household.
 - Another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996.

3. Children of staff where the member of staff has been employed at the school for two or more years at which the application for admission to the school is made. A member of staff being teaching or support staff.
4. The proximity of the 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 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).

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 or when this would breach infant class size limits.

Brothers and Sisters in the Same Year Group

Where there is only one place available in the School the children will be considered together as one application. The School will go above its Published Admission Number as necessary to admit all the children, except in cases where infant class regulations prevent this from happening. If this happens the School can only legally offer one place because the government's School Admissions Code makes no exception to the infant class size limit for siblings in the same year group. The School will only be able to offer the parent a place for one child.

Home Address

The child's home address is the address where they live for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purpose of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for her or him.

It could include a child'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 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.

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.

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. Tydd St Mary Church of England Primary School will participate in Lincolnshire County Councils the fair access protocol.

Reserve list

For admission into the intake year the governors will keep a waiting list which we call a reserve list.

If we have to refuse a place at our school your child is automatically put on the reserve list, unless you have been offered a higher preference school.

This list is in the order of the oversubscription criteria, as required by the school admissions code. This means that names can move down the list if someone moves into the area and is higher placed under the oversubscription criteria. The governors must not take account of the time you have been on the list.

For the intake year the list is kept by the Schools Admission 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. The school will keep a reserve until then and continue to for the remainder of the academic year if necessary.

If a family move into the area they may be placed higher on the reserve list.

Reserve lists for other year groups are also maintained in addition to the intake year, known as in-year admissions. The reserve list for both the intake year and for in-year admissions is kept by the School until either a place is allocated, or parents withdraw their application. The reserve lists are cleared at the end of each academic year.

Children of UK service personnel (UK Armed Forces)

For families of 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 the application 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 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.

We will need the notice of posting or official government letter and posting address before we can consider an application under these arrangements.

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.

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 will be used to decide who should be offered the place. If there no places parents will be informed of the independent appeal system.

Parents wishing to appeal should do so via LCC (Parents can apply online at www.lincolnshire.gov.uk/schooladmissions or call 01522 782030 for a paper form.)

Fraudulent or misleading applications

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.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

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.

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. Tydd St Mary Church of England 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

Last Amended 25.1.2021

Reviewed 25.1.2021

Signed Headteacher:

Date:

Signed Chair of Governors:

Date:

Review Date: January 2022