



ADMISSIONS POLICY

The policy of the school allows for all children to start school in the September of the school year in which their fifth birthday falls. This could mean that some children will only just have become four years old when they start school.

Parents can view the school's admissions policy below. It is also available in the "Going to School in Lincolnshire" booklet and on line at www.gtsil.co.uk

Applications for places in the school for children beginning their Reception year should be made to the Local Authority by 15th January in the preceding school year on the application form available from the school or any primary school. Parents can also apply on line at www.lincolnshire.gov.uk. The Local Authority will rank all applications against the school's criteria and parents will receive the highest ranked offer possible around 18th April. Places will be offered to applicants in writing applying the criteria listed below. Unsuccessful applicants will be informed of the reason for not being offered a place and that they have the right to make an independent appeal. Parents have the right to accept a place for September of the admissions year but defer their child's entry into school until the term after their child's fifth birthday. The place will be held open for the child. The published admissions number for the school is currently 30. All applications for admissions in September 2004, 2005 and 2006 were successful. All first choice applications were successful in 2007 but this does not guarantee a place every year.

Parents are invited to contact the Headteacher to discuss any concerns they may have regarding their child starting school. A pre-school visit is arranged for the children in the term before they are due to start school. Parents also have the opportunity to meet with the Reception class teacher and the Headteacher whereupon teaching policies will be explained.

Mid-year applications for places for children transferring from other schools at later stages in their school life will be considered as they occur and a place offered if available. Applications should be made through Lincolnshire County Council. Parents are welcome to visit the school prior to an application being made. Parents who are refused places for their child have the right to an independent appeal.

Children from minority cultural backgrounds will not be discriminated against and will be welcomed into the school. Where necessary, governors will look to provide additional support for those children whose culture and first language impinges on learning whilst still respecting their cultural and linguistic background.

In accordance with the Code of Practice for Special Educational needs, the allocation of school places for pupils with a Statement of Special Educational Needs will take place before the school allocates other places as part of the annual admissions process.

If the number of applications for places exceeds the school's published admission number, the following criteria will be used to prioritise applications:

- A. The school is one preferred by the parents.
- B. The child is in the care of the Local Authority.
- C. There is a sibling¹ who will still be attending the school when the child is due to start.
- D. Priority may be given in the order listed to:
 1. Regular⁴ worshippers at the local Parish Church of St Anne's Church.
 2. Regular⁴ worshippers at another Christian church.

3. Regular⁴ worshippers at a place of worship of any of the four world faiths (Hinduism, Islam, Judaism and Sikhism)
- E. Access to the school. The following will be taken into consideration in the order below:
1. Whether this is the school closest² to the home³ address (measured as in (ii) below):
 2. Driving distance from home³ to school. The distance is measured electronically by the LA from the post office address point of the home to the post office address of the school.

Explanations and definitions:

1. Sibling:

- A full brother or 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 (or two siblings in the same age cohort) and where there is only one place available in the school, both will be considered together as one application. The school will be authorised to exceed its Admission Number by one, except if this breaches infant class size regulations. In this case, parents will be given the choice, either to accept the one place available and a place in a different school for the other twin (or sibling) or to accept places in the nearest school with two places. In the latter instance, the County Council will provide free transport for both children, provided the distance from home to school qualifies.

2 Distance from home to school

Driving distance from home to school. The distance is measured electronically by the School Admissions Team from the post office address point of the home to the post office address of the school.

3. 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 the Children Act 1989. A parent includes a person who is not a parent but who has parental 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 her/his property.

4 Regular worshipper

Regular will defined as at least once a month. This will be verified by a signed letter from an officiating minister at the place of worship.

It may not always be possible to offer your child a place in school if we are full. However, you can ask for an Independent Admissions Appeal Panel to hear your appeal against the decision not to offer your child a place. You will have the chance to say why you want your child to come to this school. If you want to lodge an appeal, you will have to fill in a special form which you can get from:

Education Team
County Offices
Newland
Lincoln LN1 1YQ

Or telephone: the Education Team on 01522 782030

Or email: admissionappeals@lincolnshire.gov.uk