



# **Applying for Primary School 2024-2025 A Guide for Parents**

General information about primary  
schools,  
including details of all  
school admission and  
transfer arrangements

**For the School Year  
1 September 2024 to  
31 August 2025**

**For information regarding the  
school admissions process  
please contact:**

**School Admissions  
Education Service  
Civic Offices, Knoll Street,  
Cleethorpes,  
North East Lincolnshire,  
DN35 8LN**

**Email address:  
[schooladmissions@nelincs.gov.uk](mailto:schooladmissions@nelincs.gov.uk)**

**Tel: 01472 326291 (option 4)**

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## Introductory letter



Dear Parent/Carer

Starting school is an important and exciting step in the life of any child, whether starting Reception year at a primary school for the first time or moving up from an infant to a junior school. Schools are a very important part of the community. Head teachers, principals, staff and governors want to work with parents/carers to make sure that every child achieves their full potential. This partnership is very important for you and your child. With your help, encouragement and support, we hope that your child's experience at school in North East Lincolnshire will be happy and successful.

We have written this booklet to help you. We hope that it will provide a clear explanation of the procedures to be followed. It shows how parents/carers can be involved by helping you to make an application so that your child enjoys a timely and successful admission to a new school in the academic year 2024 - 2025.

In order to make applying for a school place as simple and secure as possible we have an online application facility which can be accessed on our website.

For full information on making your application online, please visit <https://www.nelincs.gov.uk/schools-and-education/school-admissions/apply-for-a-school-place/>

If you would like any further impartial advice or information, please contact the School Admissions Team via email at [schooladmissions@nelincs.gov.uk](mailto:schooladmissions@nelincs.gov.uk) on call 01472 326291 (Option 4).

**Starting School for the First Time (Reception Year)  
or  
Transferring from Infant to Junior School (Y2 to Y3):**

**Apply for a school place online via the Citizen Portal  
at: [www.nelincs.gov.uk](http://www.nelincs.gov.uk)**

**There are benefits of applying online:**

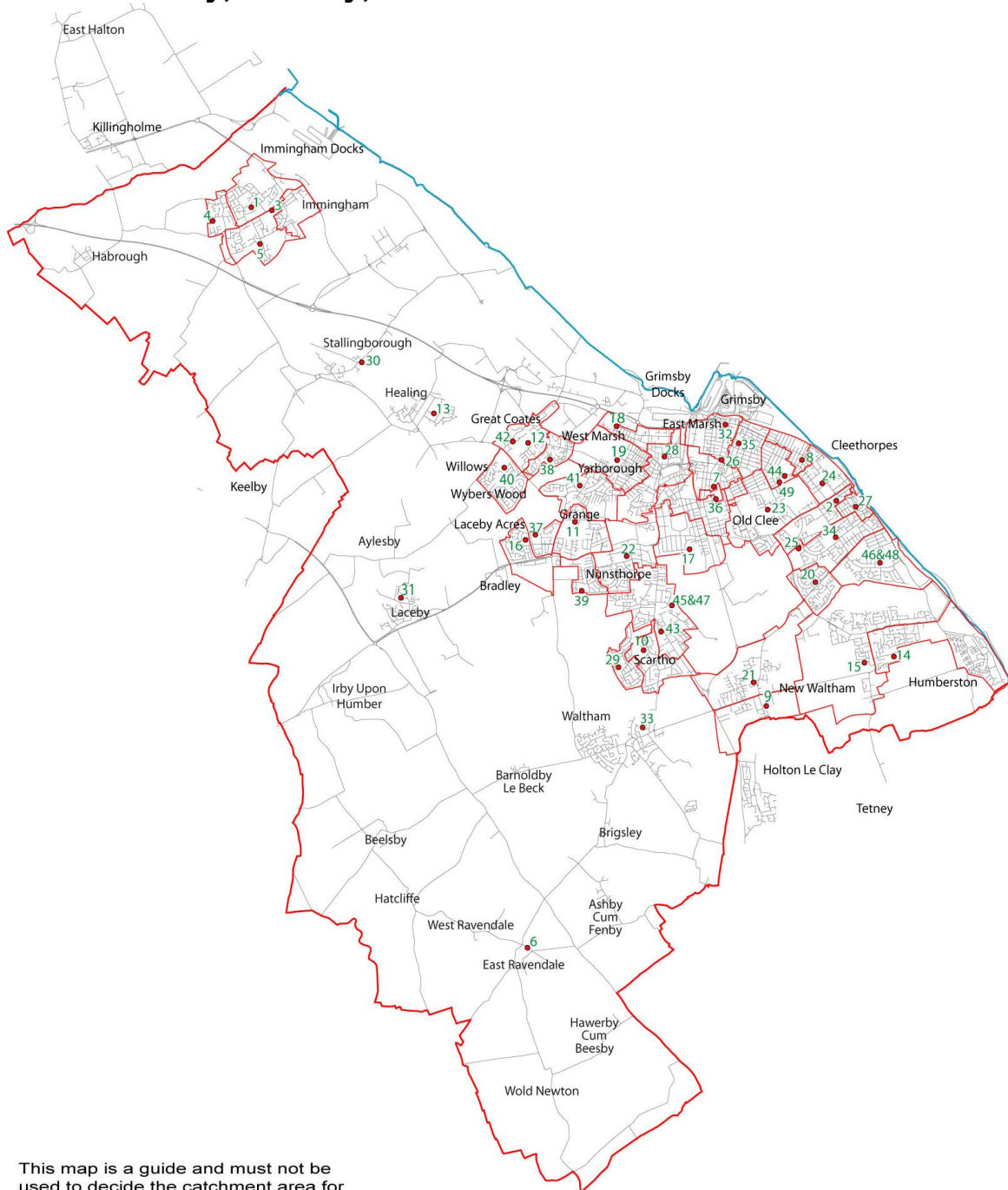
- ✓ **It is quick, safe and secure**
- ✓ **There are clear, simple prompts guiding you through the process**
- ✓ **You can check or change your application at any time up to the closing date**
- ✓ **It is available 24 hours a day 7 days a week**
- ✓ **You will receive an email confirming that your application has been submitted**
- ✓ **You will be notified of your child's allocated school place by email on the National Offer Day.**

**Please note:  
the Citizen Portal is not available for 'in year'  
admissions.**

For requests to transfer between schools, please contact the School Admissions team on (01472) 326291 (option 4) or [schooladmissions@nelincs.gov.uk](mailto:schooladmissions@nelincs.gov.uk)

# PART ONE – LOCATION AND TYPES OF SCHOOLS

## North East Lincolnshire Council Maintained Nursery, Primary, Infant and Junior School Locations



This map is a guide and must not be used to decide the catchment area for any specific address. For further details contact the School Admissions Team on (01472) 326291 (Option 4).

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## Key to Nursery, Primary, Infant and Junior School Locations

North East Lincolnshire's Primary Schools		North East Lincolnshire's Nursery Schools	
1	Pilgrim Academy	42	Great Coates Village Nursery School
2	Bursar Primary Academy	43	Scartho Nursery School
3	Canon Peter Hall Church of England Primary Academy		
4	Coomb Briggs Primary School		
5	Eastfield Primary Academy		
6	East Ravendale Church of England Primary Academy		
7	Edward Heneage Primary Academy	North East Lincolnshire's Infant Schools	
8	Elliston Primary Academy		
9	Enfield Academy of New Waltham	44	Queen Mary Avenue Infant and Nursery School
10	Fairfield Primary Academy	45	Scartho Infants' School and Nursery
11	Grange Primary School	46	Signhills Infants Academy
12	Great Coates Primary School		
13	Healing Primary School		
14	Humberston Church of England Primary School		
15	Humberston Cloverfields Academy		
16	Lacey Acres Primary Academy		
17	Lisle Marsden C of E Primary Academy	North East Lincolnshire's Junior Schools	
18	Littlecoates Primary Academy		
19	Macaulay Primary Academy	47	Scartho Junior Academy
20	Middlethorpe Primary Academy	48	Signhills Academy
21	New Waltham Academy	49	William Barcroft Junior School
22	Oasis Academy Nunsthorpe		
23	Old Clee Primary Academy		
24	Reynolds Primary Academy		
25	St Joseph's Catholic Primary Voluntary Academy		
26	St Mary's Catholic Primary Voluntary Academy		
27	St Peter's Church of England Primary School		
28	Ormiston South Parade Academy		
29	Springfield Primary Academy		
30	Stallingborough Church of England Primary School		
31	Stanford Junior and Infants School		
32	Strand Primary Academy		
33	Waltham Leas Primary Academy		
34	Thrunsoe and Nursery Primary Academy		
35	Weelsby Academy		
36	Welholme Academy		
37	Western Primary School		
38	Willows Primary Academy		
39	Woodlands Primary Academy		
40	Wybers Wood Academy		
41	Yarborough Academy		

Note: Most schools serve a specific area and give priority for places to children in that 'catchment area'. If you are in doubt about which is your catchment area primary, infant or junior school please view the Schools catchment list at [www.nelincs.gov.uk/schools-and-education/school-admissions](http://www.nelincs.gov.uk/schools-and-education/school-admissions). For further queries please contact the School Admissions team by email [schooladmissions@nelincs.gov.uk](mailto:schooladmissions@nelincs.gov.uk) or call (01472) 326291 (Option 4).

You will find a schedule of maintained nursery, primary, infant and junior schools/academies in North East Lincolnshire in [Appendix 3](#).



## **Types of Schools in North East Lincolnshire**

Phases of education are named differently according to the student age range.

### **Nursery Education/Provision**

Nursery provision covers the age range 2 to 4 years.

### **Primary Education**

Primary education covers the age range 4 to 11 years, and includes the following types of school:

- Primary Schools - which take 4 to 11-year olds (Reception to Year 6)
- Infant Schools - which take 4 to 7-year olds (Reception to Year 2)
- Junior Schools - which take 7 to 11-year olds (Year 3 to Year 6)

### **Secondary Education**

Secondary education covers the age range 11 to 16 years and includes the following type of school:

- Secondary Schools - which take 11 to 16-year olds (Year 7 to Year 11)  
(Some secondary schools have a 6th form provision and also take 16 to 18-year olds)

There are six types of mainstream schools in England and Wales. All six types have a lot in common: they are self-managing and do not charge fees. They work in partnership with other schools and local authorities and all but academies receive funding from the local authority. Each type of school also has its own characteristics:

#### **1. Community schools**

The local authority employs the school's staff on behalf of the governing body, owns the school's land and buildings and is the admissions authority. The local authority has primary responsibility for deciding the arrangements for admitting pupils to the schools.

#### **2. Voluntary controlled schools**

The school's land and / or buildings will normally be owned by a charitable foundation. The local authority employs the staff on behalf of the governing body and has primary responsibility for deciding the arrangements for admitting pupils to the schools.

#### **3. Voluntary aided schools**

The school's land and / or buildings will normally be owned by a charitable foundation. The governing body will contribute towards the capital costs of running the school. The governing body is the employer and has primary responsibility for deciding the arrangements for admitting pupils to the school.

#### **4. Trust schools**

Trust schools are state funded foundation schools supported by a charitable trust. They are made up of the school and partners working together for the benefit of the school. Trust schools can manage their own assets, employ their own staff and set their own admission arrangements.

#### **5. Foundation schools**

The school's land and buildings are either owned by the governing body, or by a charitable foundation. The governing body is the employer and has primary responsibility for deciding arrangements for admitting pupils.

## **6. Academies**

Academies are all-ability schools established by sponsors from business, faith or voluntary groups working in partnership with central government and local education partners. The Department for Education (DfE)/Education and Skills Funding Agency (ESFA) meet the capital and running costs for academies in full. Academies are responsible for employing their own staff and set their own admission arrangements.

### **Schools maintained by other local authorities**

We have no formal arrangements for pupils to go to state primary schools outside of North East Lincolnshire except pupils from Habrough who fall under the catchment for Killingholme Primary School in North Lincolnshire.

If you live in North East Lincolnshire but would like your child to go to a school in another county you should apply via North East Lincolnshire (as your home local authority) by completing a North East Lincolnshire Common Application Form (CAF). We will pass it onto the other county local authority for their consideration. As we have no formal transport arrangements in place, you should consider the potential implications for your child getting to/from school in another county (see Part Six – Education Transport). You should also refer to any policies that the other local authority which maintains the school in question may have.

### **Independent (non-maintained) schools**

We do not have any arrangements in place for pupils to go to independent schools either in North East Lincolnshire or in any other county area.

### **Special school**

We do not detail information about special schools or special educational provision in this booklet. For children with an education health and care Plan (EHCP) you can obtain specific information from the Special Educational Needs and Review Team (SENART), Civic Offices, Knoll Street, Cleethorpes, North East Lincolnshire. DN35 8LN. Telephone (01472) 323166 or email: [sen@nelincs.gov.uk](mailto:sen@nelincs.gov.uk) (See [PART FIVE – General Information](#)).

# PART TWO – PRIMARY ADMISSIONS

## 1 Admission to Primary, Infant and Junior Schools

### A First admission to school

Children reach compulsory school age at the beginning of the term after their fifth birthday. However, all schools admit children earlier than this.

If your child was born between 1 September 2019 and 31 August 2020 the application period for you to apply for their school place opens on 7 November 2023 and closes on 15 January 2024. This is the deadline for on-time applications to be processed in the first round of the allocation of school places. Early years providers, nurseries, primary and infant schools will also have information on how to apply and reminders will also be updated on the Families First Information Service social media page: [www.facebook.com/FamiliesFirstNEL](http://www.facebook.com/FamiliesFirstNEL)

You will be able to [Apply Online using the North East Lincolnshire Citizen Portal](#), or by completing a **Common Application Form (CAF)**.

Full information on how to apply will be provided on our website [www.nelincs.gov.uk/schools-and-education/school-admissions/apply-for-a-school-place/](http://www.nelincs.gov.uk/schools-and-education/school-admissions/apply-for-a-school-place/) and may also be available from your early years' provider.

**It is very important to note that attending a school nursery or a pre-school setting on a school site, does not guarantee you a place in that school – you still need to make an application!**

For children below compulsory school age you can choose for your child to start school on a part-time or full-time basis until they reach compulsory school age. You can also choose a place at a nursery or other early learning setting if you would prefer this. However, please note that:

- If your child is admitted to nursery provision you must apply for a place at the school if you would like them to transfer to their reception class,
- Attendance at the nursery or co-located children's centre does not guarantee admission to the associated school,
- You can request that your child attends part-time until they reach compulsory school age,
- You can request that the date your child is admitted to the school is deferred until later in the school year or until they reach compulsory school age in that school year.

### B Deferred or Delayed entry to school

Parents/carers may wish to defer the entry of their child into the Reception year of their allocated school until they reach compulsory school age (the start of the term after their fifth birthday). The school must save their allocated place if the parent/carer wishes to defer entry. However, the school only has to save the place for the rest of the academic year. This means that:

The parents/carers of a child born between 1 September 2019 and 31 December 2019 may defer admission until January 2025. The parents/carers of a child born between 1 January 2020 and 31 March 2020 can defer admission until Easter 2025. The parents/carers of a child born between 1 April 2020 and 31 August 2020 may also defer admission until Easter 2025 however, if they choose to defer admission later

than this (until the start of the next school year in September 2025), the child may lose their offer of a place as this would put their admission into a new academic year.

Parents of 'Summer Born Children' (i.e. those born between 1 April 2020 and 31 August 2020) who wish to apply for their children to start Reception in September 2025 may **delay** their entry into school but will have to apply in the following year. If you would like to defer or delay your child's entry to school until they reach compulsory school age you should contact the School Admissions team for further advice.

**If your child is currently attending a nursery they will only be entitled to 15 hours / 30 hours of 'flexible free entitlement' funding if they continue attending the nursery in the school year that they are due to start in Reception.**

You should apply as shown in the timetable for school admissions set out at part F below.

## **C Transferring from infant to junior school**

If your child is going to an infant school in North East Lincolnshire, information explaining the local admission arrangements will be provided to you when they are approaching the age to transfer to junior school.

## **D Pupils not living in North East Lincolnshire**

If you live outside North East Lincolnshire and you would like your child to go to a primary school in our area, you should apply via your own local authority and name the requested school.

## **E How places are allocated**

Parents/carers express their school preferences, ranked in order, on their Online Application / Common Application Form (CAF). This would include any North East Lincolnshire school(s) or any preferred school(s) in another local authority area.

- If you have named a voluntary aided primary school as a preference on your Online Application/Common Application Form (CAF) details of your preference will be sent to them for consideration.
- If you have named a school that is in a neighbouring authority the preference information will be sent to them for consideration.
- We will apply our admissions policy for all community/voluntary controlled schools within North East Lincolnshire. The governors will do the same for voluntary aided schools and our neighbouring authorities will do the same for their schools.
- Governors of the voluntary aided schools within North East Lincolnshire and our neighbouring authorities will notify us of the children to whom they can offer places.
- When we receive your application, we will process all the preferences that you make. We will consider your child for a place at every school for which you have applied. For any schools you name where there are more applications than places available, we use the rules shown in [Section 3](#) (for example catchment, brother or sister at same school and so on) to decide who can have places. (In the case of voluntary controlled, voluntary aided schools you can see the rules which apply in [Appendix 6](#)).
- Decisions on who can have places are made without considering the order of preference; each preference is treated as an 'equal preference'.

- If a place can be provided at all the schools for which you have expressed a preference, we will allocate you a place at the school you ranked highest in your preference order. We will then remove your child from the list of those allocated places at the schools which rank lower in your order of preference, therefore releasing those available places for other children.
- Following the timetables at Part F below, we will notify all parents/carers with an offer of one place at one school. If that place is at a voluntary aided school or a school in a neighbouring authority, that offer will be made on behalf of the relevant admission authority.

Where there are more applications than available places, we will apply our admissions criteria (as described in [Section 3](#)) and the governing body of voluntary aided schools or the admission authorities in our neighbouring authorities will do the same. Please see [Appendix 6](#) which details the admissions criteria for each voluntary aided school. Details of our neighbouring local authorities' schools' admission criteria can be obtained by contacting the relevant authority (see [Appendix 10](#) for details).

**It is essential that you make your Online Application or complete and return a Common Application Form (CAF) by the closing date. Failure to do so may mean that your child will not be considered for a place at your preferred school and the local authority will have to allocate a place at the next nearest school with places. Please note that this may not be your catchment school.**

## **F Timetable for school admissions (2024-2025)**

Parents/carers of children who are due to start school for the first time during the academic year 2024 - 2025 should apply online for a school place by the 15 January 2024 using the [North East Lincolnshire Citizen Portal](#). Alternatively, Common Application Forms (CAFs) may be obtained from schools, nurseries, early years' providers or requested directly from the School Admissions team.

**Only one form should be completed for the child and all those with parental responsibility must be consulted and agree with the requested schools.**

Parents/carers of children due to transfer between schools (infant to junior school transfers) will be sent correspondence detailing important dates, including those by which preferences must be expressed and the date of allocation.

### **Important dates**

Date by which schools/academies/nurseries/early years providers issue information to parents/carers applying for admission to schools (and published online at <a href="http://www.nelincs.gov.uk">www.nelincs.gov.uk</a> )	<b>7 November 2023</b>
Date by which applications must be submitted online / Common Application Forms must be returned to the local authority	<b>15 January 2024</b>
Date by which allocation notifications sent to parents/carers	<b>16 April 2024</b>
Last date by which offers to be accepted by parents/carers. If you do not respond it will be assumed you have accepted the place.	<b>1 May 2024</b>
School Admission Appeals are heard	<b>June and July 2024</b>
Start of new school year	<b>1 September 2024</b>

## **G Late applications**

Applications must be submitted by 15 January 2024. Where a parent/carer submits a late application, and the lateness has been unavoidable in the opinion of the admissions authority, (e.g. a move into the area), we will be willing to consider such applications up to 31 January 2024. Applications received after the 31 January 2024, or without good reason for not meeting the deadline, will be dealt with in accordance with the following procedure:

Those who have submitted an Online Application/Common Application Form (CAF) by the closing date will be allocated places first. If places are still available at the preferred school, late applications will be offered a place. However, if all places have been taken the application will be refused and the parent/carer will be offered the right to appeal.

## **2 Co-ordinated admission arrangements**

Every local authority has a Primary Co-ordinated Admissions Scheme covering every maintained school but not special schools in its area. The Primary Co-ordinated Admission Scheme only covers schools/academies within North East Lincolnshire.

### **A Co-ordinated scheme for Primary, Infant and Junior Schools / Academies**

The co-ordinated scheme for North East Lincolnshire Primary, Infant and Junior Schools/Academies will follow the process outlined below:

1. You must complete an Application [Online via the North East Lincolnshire Citizen Portal](#) or a Common Application Form (CAF).
2. You can name up to three schools in the Online Application/Common Application Form (CAF).
3. Schools named on the Online Application/Common Application Form (CAF) should be ranked in order of preference.
4. On receipt of the submitted Online Application/Common Application Form (CAF) the local authority will determine whether your child is eligible for admission. If the governing body or a neighbouring authority are responsible for admission, they will determine who is eligible and will inform us.
5. You will receive a single offer of a school place.
6. Where an offer of a place at the named school can be met, you will be offered a place. If a place can be offered at all of the preference schools you named on your application form then you will be sent an offer at the school you ranked highest. You will receive only one offer of a place.
7. All offers of a school place will be made directly by us (the local authority). This includes those determined by an academy governing body or a neighbouring authority where they are responsible for allocating places.
8. All offers of a school place shall be issued to all parents/carers on the same day (16 April 2024).

9. Where we cannot offer a place at any of the preferred schools named on the Online Application/Common Application Form (CAF), you will be refused and offered a place at the next nearest school with places available.
10. You have the statutory right to appeal against any refusal decision the authority makes. Information will be provided about how to appeal against any refusal decision made by a governing body.

Children attending an infant school in North East Lincolnshire and who are due to transfer to a junior school in September 2024 will be given relevant information by their current infant school in November 2023. This will include information on how to [Apply Online via the North East Lincolnshire Citizen Portal](#) in which you must express your preference for a junior school. Alternately you may request a Common Application Form (CAF) for you to make your application.

### **3 North East Lincolnshire Local Authority Admission Policy 2024-2025**

(please also see [Appendix 6](#) - Admissions Policies for Primary Academies and Voluntary Controlled Schools who follow their own policies)

#### **A Community and most voluntary controlled schools**

All schools have a Published Admission Number (PAN) for the entry year. If the number of applications for places at a school is higher than the Published Admission Number (PAN) set for that school, applications will be considered against the criteria set out below. After the admission of children with an education, health and care plan (EHCP) where the school is recorded in the plan, we will use the following factors, in priority order, to decide which children will be given places. **(In addition, please note that we will always give priority to those who have actually applied for places over those who fulfil any of the criteria but have not actually made an application.)**

1. Looked after children (children in public care) or a child who was previously looked after.
2. Living in the catchment area.
3. Having brothers or sisters who are already at the school when your child is due to start there.
4. The last factor is geographical. We will give priority to those living nearest to the school (if there is more than one route, the distance measured is the shortest available safe route for pedestrians), from the front door of the child's home address (including flats) to the main entrance of the school, using the local authority's computerised measuring system. If you would like more information or have any specific queries in relation to this, please contact the Schools Admissions Team.

Criteria 4 is also used as a tie-breaker. Whenever two children have the same priority based on criteria 2 or 3, for example, then the child who lives closest to the school will be given the higher priority.

**It is important to note that attending a school nursery or pre-school setting on a school site does not constitute an automatic application nor give you any priority for a place in that school.**

#### **B Notes**

1. Children who have an education, health and care plan (EHCP) where the school is recorded in the plan.

These children will have undergone a statutory assessment of their special educational needs. Where a school is recorded in the plan, the school must admit the child.

## **2. Looked after children**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] 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 (as defined in Section 22(1) of the Children Act 1989).

## **3. Rules for residence**

On 31 December of the year before your child is due to go to primary school, your child must be living in the school's catchment area. If you move to a school's catchment area after this date, we will not consider your request until we have firm proof (documentary evidence) that you are about to move (for example, a solicitor's letter of completion confirming that a property purchase has taken place). We have the right to investigate whether you live at the address you say you do, and we may change any offer if incorrect information has been given.

## **4. Rules for siblings**

Included in this factor are brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters or the child of the parent/carer's partner living at the same address and who will be attending the school at the expected time of admission. In the event of two applications for one vacancy using the above criteria, the authority will apply a tie breaker decision based on geographical distance. The special cases of twins and triplets will be referred to the admission authority's allocation panel if one is eligible for a place and the other(s) is/are not. In the case of first admission to school the panel would have to have regard to Infant Class Size Legislation.

## **C Voluntary controlled schools**

In a voluntary controlled church school, religious factors can give some priority for places. If you are interested in applying for a voluntary controlled school, you should read [Appendix 6](#) - Admission policies for Primary Academies and Voluntary Controlled schools who follow their own policies.

## **D Voluntary aided schools**

If you are interested in applying for a place in a voluntary aided school you should read [Appendix 6](#) - Admission policies for Primary Academies and Voluntary Controlled schools who follow their own policies.

## **E Academies**

If you are interested in applying for a place in an academy you should read [Appendix 6](#) - Admission policies for Primary Academies and Voluntary Controlled schools who follow their own policies.

## **F Admission of children outside their normal age group**

Paragraph 2.18 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group. In addition, the parents/carers of a 'summer born child', i.e. children born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday.



Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Primary School Admissions Coordinated Schemes i.e. for entry into Year Reception or Year 3 for junior schools. All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school, decision of the relevant admission authority and the best interests of the child.

If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a deferral form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school which may not be successful.

It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in both primary school and on later transfer to secondary school.

## **G Waiting lists**

If a child is refused admission to a school, the child's name will be placed on the school's waiting list. There is a waiting list for each primary school based on the published admission criteria and all children who have been refused a place are kept on that list, in order of the criteria, until 31<sup>st</sup> December 2024. For further information please contact the School Admissions team at [schooladmissions@nelincs.gov.uk](mailto:schooladmissions@nelincs.gov.uk) or on 01472 326291 (option 4).

## **H Private and voluntary providers of early years education**

All three and four year olds, and some two year olds, in North East Lincolnshire are entitled to a free part-time early education place. Early education is provided by settings that are registered with North East Lincolnshire Council and Ofsted. You will find a list of private and voluntary providers of early years' education in North East Lincolnshire at [Appendix 4](#). You may also wish to contact the Family Information Service helpline on 01472 326292 (option 1) or email: [fis@nelincs.gov.uk](mailto:fis@nelincs.gov.uk)

# **PART THREE – IN YEAR ADMISSIONS**

## **1 In year admission arrangements**

In year admissions are any admissions that are outside the 'normal' point of entry, i.e. not starting school for the first time or transferring from infant to juniors. Parents/carers can request admission to any school at any time. You can contact the School Admissions team at [schooladmissions@nelincs.gov.uk](mailto:schooladmissions@nelincs.gov.uk) or on 01472 326291 (option 4) for advice on places available in North East Lincolnshire schools and to request an 'In year Common Application Form' (ICAF). You can also download the In Year Common Application Form (ICAF) from the local authority's website at: [www.nelincs.gov.uk](http://www.nelincs.gov.uk). Some academies in North East Lincolnshire administer their own in year admissions and parents/carers can contact the academy directly and request an In Year Common Application Form (ICAF). The School Admissions team will be able to advise you if you need to contact the academy directly.

If you are resident in North East Lincolnshire and wish to apply for a school in a neighbouring local authority you will need to contact that local authority's School Admissions team for advice on which schools have places. If you are unsure, North East Lincolnshire School Admissions team will be able to advise you on who you need to contact.

If you have not moved to a new house and would like your child to change school, you should first discuss the matter with your child's current school to seek its advice and help with any concerns you may have. If, after discussion, you still feel that you would like your child to change school, you should contact the School Admissions team for advice on the process and complete an In Year Common Application Form (ICAF).

The policy in deciding in year admissions will be in line with the duty to follow your preference, as long as there are places available and/or this does not affect the efficiency of education or use of resources at the school. You are advised to read the admissions policy for the school to which you are applying.

If the admission authority of the school for which you apply for is not able to offer a place, the local authority (as the admissions authority for community schools) will advise you of the decision in writing. If the school is its own admissions authority, they will either advise you in writing, or ask the local authority to notify you on their behalf. The decision letter will provide the reasons for the decision and advise of your right of appeal against the decision.

## **2 Fair Access Protocol**

North East Lincolnshire Local Authority has a Fair Access Protocol. The Fair Access Protocol ensures that unplaced children, especially the most vulnerable, are offered a place at a suitable school/academy as quickly as possible. This includes admitting children above the published admission number to schools/academies that are already full. A copy of North East Lincolnshire Fair Access Protocol can be found at [www.nelincs.gov.uk/schools-and-education/school-admissions/](http://www.nelincs.gov.uk/schools-and-education/school-admissions/)

## **3 Waiting lists**

Some schools will operate a waiting list for in year admissions; these may be held by the local authority or by the school; the School Admissions Team will be able to advise you on this.

# **PART FOUR – SCHOOL ADMISSION APPEALS**

## **School Admission Appeals**

If your school preference is refused, you will be advised that you can appeal against the decision to an independent appeals panel.

Before deciding to appeal you may wish to speak to the School Admissions team to discuss your options, including your right of appeal. If you decide to proceed with an appeal, you will be advised about the appeals procedure and who you need to contact to request a 'Notice of Appeal' form. An independent appeals panel in line with government regulations will hear your case. Decisions made by the appeals panel are legally binding on both the local authority and the governors of the school.

If your application is to a school that is its own admissions authority, admission appeals are the responsibility of the governing body. Therefore, they may be administered by the school's own appeals service rather than the local authority's appeals service. If

this is the case you will be advised of the procedure in the notification detailing the decision. There are two distinct stages involved in an appeal:

1. A factual stage – the admissions authority must prove that ‘prejudice’ would arise if an extra child were admitted to the school.
2. A balancing stage – parents/carers present their information to the panel. The panel must then exercise its discretion, balancing between the degree of ‘prejudice’ and the weight of factors put forward by parents/carers.

If you lose your appeal, your child’s name may be placed on a waiting list. However, you can only appeal once for a school in any single academic year. A further appeal would only be considered if there has been a significant and material change in your circumstances, which is relevant to the published admission criteria.

If you are successful, the admissions authority will make the necessary admissions arrangements within a reasonable time.

### **Infant Class Size Legislation**

The School Standards and Framework Act 1998 introduced a law which states that children cannot be taught in infant classes of more than 30. This law applies to children in Reception Year, Year 1 and Year 2 and there are very few exceptions allowed. Parents/carers should be aware that when they apply for a place in an infant year group, schools/academies will have to keep to the 30 limit in each class. Parents/carers will still have a right of appeal but, in most cases involving infant class sizes, the basis on which an appeal can be upheld is very limited

## **PART FIVE – GENERAL INFORMATION**

### **1 Questions and answers**

#### **Where can I get advice on which school would best suit my child?**

North East Lincolnshire School Admissions Team are available to offer impartial advice and enable parents/carers to make informed decisions about making preferences for schools for their child. They will offer advice on all areas of co-ordinated admissions, admission policies and other information about local schools/academies.

#### **How do I make my application?**

For all primary phased applications (i.e. Starting School for the First Time, Transferring from Infant to Junior School) you can apply online using the [North East Lincolnshire Citizen Portal](#). Guidance on how to register an account and make an application is provided on the Portal. In your Online Application you can express up to three preferences of school, including any school outside of North East Lincolnshire. Alternatively, you can make your application in writing on a Common Application Form (CAF), available upon request from the School Admissions team.

#### **What is a Common Application Form (CAF)?**

The Common Application Form (CAF) is the application form for all co-ordinated school applications made through the local authority. For the purposes of this guide, CAF would refer to the paper form version of the application process that parents/carers can make online via the [North East Lincolnshire Citizen Portal](#).

#### **Why do I have to rank my preference of schools on my application?**

The Online Application/Common Application Form (CAF) allows you to give reasons for your school preferences and rank them in order on your application. Your

application may be shared with other admission authorities if one of the preferences is for a school for which we, (the home local authority) cannot allocate places. At the end of the process, if places can be offered at more than one of your preference schools, you will be issued an offer of a place at the school you ranked highest on your application form.

### **Why should I complete an Online Application/Common Application Form (CAF)?**

We can only allocate a place at a school for which a preference has been expressed on an application. Under co-ordinated admission arrangements, a place at the nearest school with vacancies will be allocated for any child that the authority is aware of, but for which an Online Application/Common Application Form (CAF) has not been received. This will not necessarily be the designated catchment school as all places may have been taken by those who expressed a preference for it by submitting an Online Application/Common Application Form (CAF).

### **Will a place at my catchment school be guaranteed?**

The law allows parents/carers to express a preference for a school they wish their child to attend but this is not a guarantee of a place. If you live in the catchment area of a North East Lincolnshire school and express this school as one of your preferences (and your application is received on time), the chances are usually high that you will be allocated a place at that school. Please note that some schools place 'sibling' above 'catchment' in their oversubscription criteria, so this may impact upon the priority given to catchment only applicants for these schools. However, if you do not include your catchment school as a preference on your Online Application/Common Application Form (CAF), and you are unsuccessful at any of the preferences you have expressed, then you may find that your catchment school is already full and there is no place available for your child.

### **How do I apply for a school outside North East Lincolnshire?**

You must include all schools on your Online Application/Common Application Form (CAF) for which you wish your child to be considered, including any which are outside of North East Lincolnshire. Each preference on your application will be sent to the authority responsible for that school for their consideration. They will inform us if they are able to offer a place for your child (please refer to their admissions policy to see how places are allocated). Details of our neighbouring authorities' admissions policies can be obtained by contacting the relevant authority (see [Appendix 10](#) for details).

### **What about applying for special schools or independent schools?**

The Online Application/Common Application Form (CAF) is only applicable to community, voluntary controlled, voluntary aided, trust, foundation schools and academies. Special and independent schools are not included. If your child has an education, health and care plan (EHCP) and you wish to express a preference for a special school you should contact the Special Educational Needs and Review Team (SENART) (see [Appendix 9](#) for contact details).

### **What if I am not happy with the school place offered?**

You can appeal against any decision to refuse your child a place at a school. Details on how to appeal are included in [PART FOUR – School Admission Appeals](#).

### **How will my child get to school?**

Before deciding which schools you would like your child to be considered for, you must think about how he or she will get there. For queries regarding possible assistance with transport costs please refer to our Home to School Transport Policy, which can be found in [Appendix 5](#).

## 2 School meals

School meals are available to all children attending school either free of charge or on payment. Free school meals are available to pupils if you are in receipt of child benefit and any of the following qualifying benefits:

- Income Support
- Income Based Jobseeker's Allowance
- Income Related Employment and Support Allowance
- Child Tax Credit, but do not receive Working Tax Credit, and annual income (as assessed by Tax Credit) does not exceed £16,190
- Guaranteed Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit (annual income not more than £7400pa or £616.67pm)

Further information regarding eligibility for free school meals can be obtained via our website at: [www.nelincs.gov.uk/benefits/free-school-meals](http://www.nelincs.gov.uk/benefits/free-school-meals). You can also call for advice on (01472) 323732 or email [freeschoolmeals@nelincs.gov.uk](mailto:freeschoolmeals@nelincs.gov.uk)

## 3 OfSTED and performance table information

You will find how to access this information at Appendix 6.

## 4 School Term Dates

You will find details of school term dates for 2024-2025 in [Appendix 8](#). Please note that some academies in North East Lincolnshire set their own term dates which may not be the same as the local authority or other schools in the area. You are advised to check with the relevant school's website to confirm their operating term dates.

## 5 School Governors

Every North East Lincolnshire school has a governing body/education trust, which has general responsibility for the effective management of the school, acting within the framework set by national legislation. The composition of the governing body/education trust is intended to reflect the local community and includes parents, teaching and non-teaching staff, representatives of the local authority, local community and, in the case of church schools, the local Diocese. A parent's/carer's normal contact with the school will be with the head teacher/principal. However, if a parent/carer is not satisfied, a matter can be referred to the governors, usually through the chair of the governing body.

## 6 Further Information

If you have any questions about the information provided in this booklet, you should contact the School Admissions team, Civic Offices, Knoll Street, Cleethorpes, North East Lincolnshire, DN35 8LN, Telephone (01472) 326291 (Option 4) or email: [schooladmissions@nelincs.gov.uk](mailto:schooladmissions@nelincs.gov.uk).

This booklet gives overall information about schools in North East Lincolnshire. Each school will publish more detailed information in its prospectus each year. The prospectus contains information about the curriculum, how education and teaching methods of the school are organised, and details of pupils' attainments. You can obtain copies of a school's prospectus by contacting the school directly.

Although this booklet does not give information about admission to nursery or pre-school education it does include details of schools with nurseries and dedicated nursery schools in the area. It also contains a list of private and voluntary providers of early years education. More information about early year's education can be obtained from the Family Information Service (see [Appendix 9](#)).

## **7 Disclaimer**

The details in this booklet, which relate to the school year 2024-2025 were valid as of 1 September 2023. However, it should be noted that subsequent changes may be made to any of these details which may affect the information regarding the school year 2024-2025. The electronic copy of this booklet is available on North East Lincolnshire Council's website and will be updated with any changes throughout the year.

# Appendix 1 – Common Application Form (CAF) 2024-25

**North East Lincolnshire Primary Common Application Form 2024**  
For children born between 1 September 2019 & 31 August 2020 to start school for the first time (Reception year) in September 2024



**CLOSING DATE: 15 JANUARY 2024** - It is the parents/carers responsibility to ensure this form reaches the School Admissions Team by the closing date. Please contact School Admissions if you wish to check receipt.



(01472) 326291  
(option 4)



schooladmissions@nelincs.gov.uk



www.nelincs.gov.uk



School Admissions Team, Access & Inclusion Service, Civic Offices, Knoll Street, Cleethorpes, North East Lincolnshire, DN35 8LN

Only use this form if you/your child reside in North East Lincolnshire. If you live in another area, please contact your home local authority School Admissions service for information on how to apply. Forms received from non-NE Lincs residents may not be forwarded on.

## PARENT / CARER DETAILS

Parent/carer title:

Mr / Mrs / Miss /  
Ms

Parent/carer first name:

Parent/carer surname:

Parent/carer relationship to child:

Parent/carer address:

Post code:

Contact telephone numbers:

Contact e-mail

Please provide details of anybody else with parental responsibility who does not live at the above address – name, relationship to pupil, address, and contact telephone number.

## CHILD'S DETAILS

Child's first names:

Child's legal surname:

Child's date of birth:

Child's gender:

Child's current nursery/childcare provider (if applicable):

Please tick this box only if the pupil is 'looked after' / 'previously looked after' by the local authority

A 'child looked after' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order or specialist guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. Children looked after under an agreed series of short-term placements (respite care) are excluded.

- If you have any queries regarding making your application, please contact the School Admissions team **before the closing date** as they will be able to give you impartial advice and guidance on the process.
- Place your school preferences in the order you would like them to be considered (most desired first). You can apply for up to 3 preferences of school. Please note that if you are not successful at any of your requested preferences, your child will be allocated a place at the next nearest school with vacancies. Please use your preferences carefully; applying for the same school more than once will not enhance your chances of being allocated a place at that school.
- Attending the nursery of a school does not mean that you have applied for a place in Reception. You are not guaranteed a place in a school because you put it as your first preference. You cannot be considered for a school place if you have not applied for it.

**Please complete your preferences over the page...**

State the name of the school you wish to apply for under each preference (up to three in total) and indicate any criteria you think relevant below each preference. The respective admissions authorities can only consider these reasons if they are part of the published admissions criteria. Please refer to the individual school admission policies for further information.

**School Preferences**

First Preference	Second Preference	Third Preference
WRITE NAME OF YOUR 1 <sup>ST</sup> PREFERENCE IN THIS BOX	WRITE NAME OF YOUR 2 <sup>ND</sup> PREFERENCE IN THIS BOX	WRITE NAME OF YOUR 3 <sup>RD</sup> PREFERENCE IN THIS BOX

Catchment	Catchment	Catchment
Feeder Pre-School	Feeder Pre-School	Feeder Pre-School
Distance / ease of travel	Distance / ease of travel	Distance / ease of travel
Other reason (give details below)	Other reason (give details below)	Other reason (give details below)

**Sibling connection**

If your child has older brother/sisters who will be attending your preferred school in September 2022 please give their details below (name; date of birth; school attending):


**Children of staff**

If either of your child's parents/carers are members of staff at any of your preferred schools please give their details below (name of member of staff; relationship to child; name of school; job title and employment starting date):


**Application on religious grounds (Lisle Marsden CE Primary, St. Mary's Catholic Primary and St. Joseph's Catholic Primary Academies only)**

If applying under the criteria of Religion please state religion/faith below (you may be asked to provide further information for verification):

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If you feel that there are any other reasons that you would like to be considered please attach and submit on a separate sheet along with this form, with the name and date of birth of your child clearly written at the top (in case it becomes detached from your application).

**Declaration / Information Sharing and Consent**

It may delay the processing of your application if all the relevant sections above have not been completed or if information is incomplete or inaccurate. Where more than one person shares parental responsibility for a child, those persons should consult and agree. Only **ONE** form will be accepted for each child. In signing this form, you agree that the information provided is correct.

I understand that the information I have provided to North East Lincolnshire Council regarding my child and family will be recorded and used for the purpose of providing services, support, advice and guidance to my child and family. I agree to my family's personal information being processed and shared by North East Lincolnshire Council with appropriate partners and organisations to enable them to provide us with services, support, information, advice and guidance in order to achieve a positive outcome for me and my family. North East Lincolnshire Council is the Data Controller for the processing of my personal information and that will process all personal information in accordance with the Data Protection Act and GDPR.

**After reading the above please sign and date below. Any unsigned forms will be returned to parents/carer/social worker**

Applicant's Signature: \_\_\_\_\_ Date \_\_\_\_\_

I am the child's: Parent / Carer / Social Worker (Delete as appropriate)



## Appendix 2a - Outcome of applications for 2023-2024 academic year

The following table sets out school place allocation information relating to primary and infant schools in North East Lincolnshire. The table shows the number of on-time applications received and the number of places allocated on National Offer Day (17 April 2023) for children starting Reception in the 2023-2024 academic year.

Name of School	PAN / Agreed Number*	Total number of Preferences (1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> )	Total preferences allocated	Total preferences refused/placed on waiting list
Bursar Primary Academy	45	59	33	-
Canon Peter Hall CE Primary Academy	30	40	30	1
Coomb Briggs Primary School	30	33	17	-
Eastfield Primary Academy	30	44	26	-
East Ravendale CE Primary School	17	17	8	-
Edward Heneage Primary Academy	45	48	23	-
Elliston Primary Academy	45	74	42	-
Enfield Academy of New Waltham	25/30*	44	19	-
Fairfield Academy	45	71	32	-
Grange Primary School	45	37	24	-
Great Coates Primary School	45	60	24	-
Healing Primary School	45	65	45	1
Humberston CE Primary School	45	52	23	-
Humberston Cloverfields Academy	45	61	38	-
Laceby Acres Primary Academy	30	55	30	1
Lisle Marsden CE Primary Academy	90	120	90	3
Littlecoates Primary School	30	35	22	-
Macaulay Primary Academy	75	69	42	-
Middlethorpe Primary Academy	30	57	21	-
New Waltham Academy	45	88	45	1
Oasis Academy Nunsthorpe	60	46	37	-
Old Clee Primary Academy	90	76	44	-
Ormiston South Parade Academy	75	73	47	-
Pilgrim Academy	45	41	22	-
Queen Mary Avenue Infant & Nursery School	90	90	67	-
Reynolds Academy	60	63	36	-
St. Joseph's Catholic Primary Voluntary Academy	30	16	9	-
St. Mary's Catholic Primary Voluntary Academy	30	54	30	4
St. Peter's CE Primary School	30	23	16	-
Scartho Infants School and Nursery	60	80	43	-
Signhills Infant Academy	90	105	67	-
Springfield Primary Academy	45	94	45	10
Stallingborough CE Primary School	15/20*	34	16	-
Stanford Junior and Infants School	30	34	27	-
Strand Primary Academy	30	32	16	-
Thrunscoe Primary & Nursery Academy	45	61	29	-
Waltham Leas Primary Academy	60	73	43	-
Weelsby Academy	60	48	36	-

Welholme Academy	90	61	42	-
Western Primary School	45	30	20	-
Willows Primary Academy	30	25	18	-
Woodlands Academy	60	29	20	-
Wybers Wood Academy	75	84	42	-
Yarborough Academy	60	87	60	6

Note: \*Agreed number – some schools informed the local authority that they wished to admit children to a number above their published admission number (PAN). It should be noted that some children were allocated places at out of county schools, special educational needs establishments and independent schools. In addition, a substantial number of children did not have an application submitted on-time (by 15 January 2023) and were subsequently allocated later in the process.

## Appendix 2b – School admission appeals timetable

**Note:** The Local Authority has service level agreements with most North East Lincolnshire primary schools to arrange and hear their appeals. Appeal Hearings are arranged to be heard during the hours of 9am to 4pm Monday to Friday only. Appeals are not arranged during the month of August, on any Bank Holidays or during the Christmas/New Year period. Appeal deadlines for other admission authorities may differ.

All phased (e.g. primary first admission) appeals arranged by the Local Authority and submitted to the Legal Services team will be heard within 40 school days of the published deadline. Appeals submitted by the published deadline below will be heard first, followed by subsequently submitted forms.

National Offer Day	16 April 2024
Deadline for submission of appeals, against admission decisions for on-time applications, to be heard in the first round.	17 May 2024
Second Allocation Day for late applications / changes to preferences	3 May 2024
Deadline for submission of appeals, against admission decisions for late applications / changes to preferences, to be heard in second round.	14 June 2024
Last day for first round of appeals (submitted by 17 May 2024 deadline) to be heard	19 July 2024
Last day for Second allocation appeals (submitted by 2 June 2024 deadline) to be heard	26 July 2024

All In-Year appeals (arranged by the Local Authority) will be heard within 30 school days of receipt by the Legal Services department.

## Appendix 3

### Schedule of maintained Nursery, Primary, Infant and Junior and Schools

#### North East Lincolnshire Council Nursery Schools

NAME AND ADDRESS OF SCHOOL					RANGE	
Great Coates Village Nursery School Station Road Great Coates, DN37 9NN	Mrs S Bate	01472 231231	<a href="http://www.greatcoatesnursery.com">www.greatcoatesnursery.com</a>	65 place nursery	Co-educational Day Nursery School 3 – 5 years	
Scartho Nursery School Pinfold Lane Scartho, Grimsby, DN33 2EW	Mrs K Leach	01472 872129	<a href="http://www.scarthonursery.co.uk">www.scarthonursery.co.uk</a>	65 place nursery	Co-educational Day Nursery School 3 – 5 years	

#### North East Lincolnshire Council Primary Schools

NAME AND ADDRESS OF SCHOOL				N NUMBER		
Bursar Primary Academy Clee Road Cleethorpes, DN35 9HU	Mrs K Morgan	01472 691798	<a href="http://www.bursar-academy.co.uk">www.bursar-academy.co.uk</a>	45	Academy 5 – 11 years N	Humber Education Trust
Canon Peter Hall Church of England Primary Academy, Pelham Road Immingham, DN40 1JS	Mrs T Grove	01469 510300	<a href="http://www.canonpeterhall.co.uk">www.canonpeterhall.co.uk</a>	30	Academy 5 – 11 years N	Lincoln Anglican Academy Trust
Coomb Briggs Primary Academy Roval Drive Immingham, DN40 2DY	Mrs H Redmond	01469 572584	<a href="http://www.cbpacademy.org.uk">www.cbpacademy.org.uk</a>	30	Community Co-educational Day School 5 – 11 years	Wellspring Academy Trust
Eastfield Primary Academy Margaret Street Immingham DN40 1LD	Mrs K Thompson	01469 572455	<a href="http://www.eastfieldprimary.net">www.eastfieldprimary.net</a>	30	Academy 5 – 11 years N	Enquire Learning Trust
East Ravendale Church of England Primary School Academy East Ravendale, DN37 0RX	Mrs A-M Wilson	01472 825999	<a href="http://www.eastravendale.co.uk">www.eastravendale.co.uk</a>	17	Academy 5 – 11 years N	Lincoln Anglican Academy Trust
Edward Heneage Primary Academy Edward Street Grimsby, DN32 9HL	Mrs J Routh	01472 320016	<a href="http://www.edwardheneage.co.uk">www.edwardheneage.co.uk</a>	45	Academy 5 – 11 years N	David Ross Education Trust (DRET)
Elliston Primary Academy Bramhall Street Cleethorpes, DN35 7QU	Mrs C Patterson	01472 235116	<a href="http://www.ellistonprimary.net">www.ellistonprimary.net</a>	45	Academy 5 – 11 years N	Enquire Learning Trust
Enfield Academy of New Waltham Enfield Avenue New Waltham, DN36 4RB	Mrs A Scott	01472 321434	<a href="http://www.enfieldacademy.co.uk">www.enfieldacademy.co.uk</a>	30	Academy 5 – 11 years	Enquire Learning Trust
Fairfield Primary Academy Mendip Avenue Grimsby, DN33 3AE	Miss K Matanga	01472 879301	<a href="http://www.fairfield-academy.co.uk">www.fairfield-academy.co.uk</a>	45	Academy 5 – 11 years N	David Ross Education Trust (DRET)
Grange Primary School Cambridge Road Grimsby, DN34 5TA	Miss C Plaskitt	01472 232030	<a href="http://www.grangeprimaryschool.co.uk">www.grangeprimaryschool.co.uk</a>	45	Community Co-educational Day School 5-11 years N	
Great Coates Primary Academy Crosland Road Grimsby, DN37 9EN	Ms E Emson	01472 808608	<a href="https://gca.harbourlearningtrust.com/">https://gca.harbourlearningtrust.com/</a>	45	Academy 5 – 11 years N	Harbour Learning Trust
Healing Primary Academy Fords Avenue Healing, DN41 7RS	Mrs C Knight (acting)	01472 882261	<a href="https://hpa.harbourlearningtrust.com/">https://hpa.harbourlearningtrust.com/</a>	45	Academy 5 – 11 years	Harbour Learning Trust
Humberston Church of England Primary School Church Lane Humberston DN36 4HZ	Mrs S. Ranshaw	01472 813474	<a href="http://www.hcep.co.uk">www.hcep.co.uk</a>	45	Voluntary Controlled (C of E) Co-ed Day School 5 – 11 years	

Humberston Cloverfields Academy St Thomas Close Humberston, DN36 4HS	Mrs K Nicholson	01472 500217	<a href="http://www.cloverfields.co.uk">www.cloverfields.co.uk</a>	45	Academy 5 – 11 years N	Enquire Learning Trust
Lacey Acres Primary Academy Swiftsure Crescent Grimsby, DN34 5QN	Mrs S Clapson	01472 320601	<a href="http://www.laceyacres.org">www.laceyacres.org</a>	30	Academy Primary 5 – 11 years	Enquire Learning Trust
Lisle Marsden C of E Primary Academy Lansdowne Avenue Grimsby, DN32 0DF	Mr D Kinsey	01472 311040	<a href="http://www.lisle.ne-lincs.sch.uk">www.lisle.ne-lincs.sch.uk</a>	90	Academy 5 – 11 years	
Littlecoates Primary Academy Harlow Street Grimsby, DN31 2QX	Mr N Wilkinson	01472 354601	<a href="http://www.littlecoatesacademy.co.uk">www.littlecoatesacademy.co.uk</a>	30	Academy 5 – 11 years N	Wellsprings Academy Trust
Macaulay Primary Academy Macaulay Street Grimsby, DN31 2ES	Mr T Herrick	01472 503350	<a href="http://www.mpacademy.org.uk">www.mpacademy.org.uk</a>	75	Academy 5 – 11 years N	Delta Academy Trust
Middlethorpe Primary Academy Highthorpe Crescent Cleethorpes, DN35 9PY	Miss N Message	01472 698185	<a href="http://www.middlethorpeblogs.net">www.middlethorpeblogs.net</a>	30	Academy 5 – 11 years N	Enquire Learning Trust
New Waltham Academy Peaks Lane New Waltham, DN36 4NH	Mrs J Perry	01472 233051	<a href="http://www.newwaltham.net">www.newwaltham.net</a>	45	Academy 5 – 11 years N	
Oasis Academy Nunthorpe Sutcliffe Avenue Grimsby, DN33 1AN	Mrs K McGuire	01472 310013	<a href="http://www.oasisacademynunthorpe.org">www.oasisacademynunthorpe.org</a>	60	Academy 5 – 11 years N	Oasis Academy Trust
Old Clee Primary Academy Colin Avenue Grimsby, DN32 8EN	Miss D Richardson	01472 691887	<a href="http://www.oldcleeprimaryacademy.co.uk">www.oldcleeprimaryacademy.co.uk</a>	90	Academy 5 – 11 years N	
Ormiston South Parade Academy South Parade Grimsby, DN31 1TX	Mrs K Steward	01472 231659	<a href="http://www.osparade.co.uk">www.osparade.co.uk</a>	75	Academy 5 – 11 years N	Ormiston Academy Trust (OAT)
Pilgrim Academy Allerton Drive Immingham, DN40 2HP	Mr A Clark (Principal)	01469 572368	<a href="http://www.pilgrimacademy.co.uk">www.pilgrimacademy.co.uk</a>	45	Academy 5 – 11 years N	Lincolnshire Gateway AT
Reynolds Primary Academy Reynolds Street Cleethorpes, DN35 7TS	Mrs R Scott (Principal)	01472 691797	<a href="http://www.reynoldsacademy.co.uk">www.reynoldsacademy.co.uk</a>	60	Academy 5 – 11 years N	Lincolnshire Gateway AT
St Joseph's Catholic Primary Voluntary Academy Philip Avenue Cleethorpes, DN35 9DL	Mrs E McCullagh	01472 690672	<a href="http://www.sjp.academy">www.sjp.academy</a>	30	Academy 5 – 11 years N	Our Lady of Lourdes CMAT
St Mary's Catholic Primary Voluntary Academy Wellington Street Grimsby, DN32 7JX	Mr J O'Connor	01472 357982	<a href="http://www.saintmarysprimarygrimsby.co.uk">www.saintmarysprimarygrimsby.co.uk</a>	30	Academy 5 – 11 years N	Our Lady of Lourdes CMAT
St Peter's Church of England Primary School St Peter's Avenue Cleethorpes, DN35 8LW	Mr L Dolphin	01472 691964	<a href="http://www.stpetersacademy.co.uk">www.stpetersacademy.co.uk</a>	30	Academy 5 – 11 years	Lincoln Anglican Academy Trust
Springfield Primary Academy Springwood Crescent Grimsby, DN33 3HG	Mrs Tina Storr	01472 230260	<a href="http://www.springfieldprimaryacademy.net">www.springfieldprimaryacademy.net</a>	45	Academy 5 – 11 years N	Enquire Learning Trust
Stallingborough Church of England Primary School Station Road, Stallingborough, DN41 8AP	Mrs E Powell (acting)	01472 882438	<a href="https://www.stallingboroughprimary.co.uk/">https://www.stallingboroughprimary.co.uk/</a>	15	Voluntary Controlled (CE) Co-educational Day School 5 – 11 years	
Stanford Junior and Infants School Cooper Lane, Lacey, DN37 7AX	Mrs L Hackfath	01472 318003	<a href="http://www.stanfordschool.org">www.stanfordschool.org</a>	30	Voluntary Controlled Co-educational Day School 5 – 11 years	
Strand Primary Academy Strand Street Grimsby, DN32 7BE	Mrs L McCall	01472 506650	<a href="http://www.strandpa.org.uk">www.strandpa.org.uk</a>	30	Academy 5 – 11 years N	Delta Academy Trust
Thrunscoe Primary & Nursery Academy Trinity Road Cleethorpes, DN35 8TJ	Mr S Bate	01472 320781	<a href="http://www.thrunscoeacademy.co.uk">www.thrunscoeacademy.co.uk</a>	45	Academy 5 – 11 years N	
Waltham Leas Primary Academy, Manor Drive, Waltham, DN37 0NU	Mrs C Rigg	01472 822419	<a href="http://www.walthamleas.net">www.walthamleas.net</a>	60	Academy 5 – 11 years	
Weelsby Academy Weelsby Street Grimsby DN32 7PF	Miss C Davenport	01472 806778	<a href="http://www.weelsby.org.uk">www.weelsby.org.uk</a>	60	Academy 5 – 11 years N	Delta Academy Trust
Welholme Academy Welholme Road Grimsby, DN32 9JD	Mr E Chamberlain	01472 329944	<a href="http://www.welholmeacademy.com">www.welholmeacademy.com</a>	90	Academy 5 – 11 years N	Enquire Learning Trust

Western Primary School Broadway Grimsby, DN34 5RS	Mrs K Leach	01472 311550	<a href="http://www.westernprimary.co.uk">www.westernprimary.co.uk</a>	45	Community Co-educational Day School 5 – 11 years N	
Willows Academy Queensway Grimsby, DN37 9AT	Mrs S Cox	01472 504450	<a href="http://www.willowsacademy.org.uk">www.willowsacademy.org.uk</a>	25	Academy 5 – 11 years N	Delta Academy Trust
Woodlands Academy Pinewood Crescent Grimsby, DN33 1RJ	Mrs B Wakefield	01472 500900	<a href="https://wla.harbourlearningtrust.com/">https://wla.harbourlearningtrust.com/</a>	60	Academy 5 – 11 years N	Harbour Learning Trust
Wybers Wood Academy Timberley Drive Grimsby, DN37 9QZ	Mrs T Rouse	01472 311081	<a href="http://www.wyberswood.org.uk">www.wyberswood.org.uk</a>	75	Academy 5 – 11 years	Delta Academy Trust
Yarborough Academy Yarrow Road Grimsby, DN34 4JU	Mrs E Cox (acting)	01472 237772	<a href="http://www.yarboroughacademy.co.uk">www.yarboroughacademy.co.uk</a>	60	Academy 5 – 11 years N	

### North East Lincolnshire Council Infant Schools

NAME AND ADDRESS OF					RANGE	
Queen Mary Avenue Infant and Nursery School Queen Mary Avenue Cleethorpes, DN35 7SY	Mrs M Castle	01472 230230	<a href="http://www.queenmaryinfants.org.uk">www.queenmaryinfants.org.uk</a>	90	Community Co-educational Day School 5 – 7 years N	
Scartho Infants' School and Nursery Edge Avenue Grimsby, DN33 2DH	Mr G Rushton	01472 879634	<a href="http://www.scarthoinfants.co.uk">www.scarthoinfants.co.uk</a>	60	Community Co-educational Day School 5 – 7 years N	
Signhills Infants' Academy Hardy's Road Cleethorpes, DN35 0DN	Mrs J Dowson	01472 694993	<a href="http://www.signhillsinfants.co.uk">www.signhillsinfants.co.uk</a>	90	Academy 5 – 7 years	St Lawrence Academies Trust

### North East Lincolnshire Council Junior Schools

NAME AND ADDRESS OF						
Scartho Junior Academy Edge Avenue Grimsby, DN33 2DH	Mr N Rice	01472 879524	<a href="http://www.scarthojunior.co.uk">www.scarthojunior.co.uk</a>	60	Academy 7 – 11 years	
Signhills Academy Hardy's Road Cleethorpes, DN35 0DN	Mr S Carr	01472 694811	<a href="http://www.signhillsacademy.co.uk">www.signhillsacademy.co.uk</a>	90	Academy 7 – 11 years	
William Barcroft Junior School Barnett Place Cleethorpes, DN35 7SU	Mrs S Sargent	01472 501777	<a href="https://wba.harbourlearningtrust.com/">https://wba.harbourlearningtrust.com/</a>	90	Academy 7 – 11 years	Harbour Learning Trust

### N – nursery provision

### North East Lincolnshire Council Special Schools

NAME AND ADDRESS OF SCHOOL	HEAD TEACHER	TELEPHONE NUMBER	WEBSITE	PUBLISHED ADMISSION NUMBER	SCHOOL TYPE AND AGE RANGE	TRUST / SPONSOR (ACADEMIES)
The Cambridge Park Academy Cambridge Road Grimsby, DN34 5EB	Mr S Kernan (Principal)	01472- 230110	<a href="http://www.cambridgepark.co.uk">www.cambridgepark.co.uk</a>	N/A	Academy Special 4-19 years	
Humberston Park Special School St Thomas Close, Humberston, DN36 4HS	Mr R Gargon	01472- 590645	<a href="http://www.humberstonpark.org.uk">www.humberstonpark.org.uk</a>	N/A	Academy Special 3-19 years	

## North East Lincolnshire Council Pupil Referral Units (PRUs)

NAME AND ADDRESS OF SCHOOL	HEAD TEACHER	TELEPHONE NUMBER	WEBSITE	PUBLISHED ADMISSION NUMBER	SCHOOL TYPE AND AGE RANGE	TRUST / SPONSOR (ACADEMIES)
Phoenix Park Academy Park Avenue Grimsby DN32 0BZ	Mrs J Indian (Interim Executive Principal)	01472 351412	<a href="http://www.phoenixparkacademy.co.uk">www.phoenixparkacademy.co.uk</a>	N/A	Academy PRU 7-16 years	Wellsprings Academy Trust
Sevenhills Academy Second Avenue Grimsby DN33 1 NU	Mrs J Indian (Interim Executive Principal)	01472 322079	<a href="http://www.sevenhillsacademy.co.uk">www.sevenhillsacademy.co.uk</a>	N/A	Academy PRU 14-16 years	Wellsprings Academy Trust

## Appendix 4

### List of registered providers offering Flexible Free Entitlement in North East Lincolnshire

Please note that the following information was correct at the time of going to print. For any updates and further information please contact the Family Information Service (see [Appendix 8](#)).

Name of provider & telephone number	Address
<b>Broadway Daycare</b> Tel: 01472 326837	Broadway Children's Centre, Broadway, Grimsby, DN34 5RS
<b>Butterflies Day Nursery</b> Tel: 01472 326612	Nunsthorpe & Bradley Park Family Hub, Second Avenue, Grimsby, DN33 1AN
<b>Campden Kids Ltd</b> Tel: 01472 694466	20-22 Campden Crescent, Cleethorpes, DN35 7UL
<b>Central Children's Centre Daycare-For Under Fives Ltd.</b> Tel: 01472 488900	Edward Heneage, Edward Street, Grimsby, DN32 9HL
<b>Cleethorpes Childcare</b> Tel 01472 694266	Highgate Children's Centre, Trinity Road, Cleethorpes, DN35 8UL
<b>Cleethorpes Children's Centre, Reynolds Daycare</b> Tel 01472 324903	Cleethorpes Children's Centre, Machray Place, Cleethorpes, DN35 7LJ
<b>First Steps Day Nursery</b> Tel: 01472 352524	The Ice House, Victor Street, Grimsby, DN32 7QN
<b>Freeston Tots Pre-School</b> Tel 07855 072659	R/O 1 Freeston Street, Cleethorpes, DN35 7 LY
<b>Grant Thorold Forest School Day Nursery</b> Tel: 07588 817232	Tea in the Park, Durban Road, Grimsby, DN32 8BA
<b>Havelock Day Nursery</b> Tel: 01472 870618	Diana Princess of Wales Hospital, Scartho Road, Grimsby, DN33 2BA
<b>Healing Village Nursery</b> Tel: 01472 280452	Station Road, Healing, Grimsby, DN41 7LY
<b>Humberston Pre-school</b> Tel: 01472 211600	Humberston C of E Primary School, Church Lane, Humberston, DN36 4HZ
<b>Immingham Day Care</b> Tel 01469 576299	Immingham Family Hub, Margaret Street, Immingham, DN40 1LD
<b>Immingham Day Nursery</b> Tel: 01469 571177	23 Pelham Road, Immingham, DN40 1AA
<b>Judy Clark Pre-School</b> Tel: 01472 326818	West Marsh Children's Centre, Macaulay Street, Grimsby, DN31 2ES
<b>Leap Ahead @ Nunsthorpe</b> Tel: 07955 075013	Pinewood Crescent, Grimsby, DN33 1RJ
<b>Leap Ahead @ Rutland Street</b> Tel: 01472 456694	226 Rutland Street, Grimsby, DN32 7LT
<b>Leap Ahead @ Spring Villa</b> Tel 01472 456116	37 Bargate, Grimsby, DN34 4SN
<b>Lisle Marsden Childcare</b> Tel: 01472 311019	Lisle Marsden C of E Primary Academy, Lansdowne Avenue, Grimsby, DN32 0DF
<b>Little Blossoms</b> Tel: 01472 236807	31-33 Laceby Road, Grimsby, DN34 5BH
<b>Little Stars Day Nursery</b> Tel: 01472 315530	GIFHE, Laceby Road, Grimsby, DN34 5BQ
<b>Little Twinkles</b> Tel: 07773 228426	Gloucester Avenue, Grimsby, Dn34 5DW
<b>Only About Kids</b> Tel: 01472 813299	Enfield Academy of New Waltham, Enfield Avenue, New Waltham, DN36 4RB
<b>Precious Times Laceby</b> Tel: 01472 872143	Laceby Acres Primary Academy, Swiftsure Crescent, Grimsby, DN34 5QN
<b>Precious Times Riverside</b> Tel: 01472 340800	Yarborough Academy, Yarrow Road, Grimsby, DN34 4JU

<b>Queensway Daycare</b> Tel: 01472 325738	Queensway Family Hub, Queensway, Grimsby, DN37 9AT
<b>Ready Teddy Go</b> Tel: 01472 601126	40 Bradford Avenue, Cleethorpes, DN35 0BD
<b>Signhills Pre-school</b> Tel: 01472 694266	Signhills Infants Academy, Hardy's Road, Cleethorpes, DN35 0DN
<b>Springfield Lodge Montessori Day Nursery</b> Tel: 01472 874583	Springfield Park, Springfield Road, Grimsby, DN33 3LE
<b>St Christopher's Pre-School</b> Tel: 01472 250326	St Christopher's Methodist Church, Convamore Road, Grimsby, DN32 9HR
<b>St James' School Pre-Prep Department Day Nursery</b> Tel: 01472 503260	St James School, 22 Bargate, Grimsby, DN34 4SY
<b>St Margaret's Pre-school</b> Tel: 01472 311665	The Church Hall, Laceby, Grimsby, DN37 7DB
<b>St Martins Prep Pre-School</b> Tel: 01472 878907	63 Bargate, Grimsby, DN34 5AA
<b>St Peter's Children's Centre</b> Tel: 01472 290779	Cambridge Street, Cleethorpes, DN35 8LW
<b>The Avenue Playgroup</b> Tel: 01472 601347	St Andrew's Youth Hall, Charles Street, Cleethorpes, DN35 8QB
<b>The Children's House</b> Tel: 01472 886000	122 Station Road, Stallingborough, DN41 8AJ
<b>Trackers Pre-school</b> Tel: 01472 233051	New Waltham Academy, Peaks Lane, New Waltham, Grimsby, DN36 4NH
<b>Waltham Leas Pre-school</b> Tel: 01472 822967	Waltham Leas Primary Academy, Manor Drive, Waltham, Grimsby, DN37 0NU
<b>Welholme Pre School</b> Tel: 01472 269740	Welholme Academy, Heneage Road, Grimsby, DN32 9JD
<b>Wendover Pre-school</b> Tel: 07375 065749	1 Wendover Lane, Humberston, DN36 4HX
<b>Wiz Kidz Nursery</b> Tel: 01472 322281 / 232307	251-259 Freeman Street, Grimsby, DN32 9DW

There are also a number of childminders who offer flexible free entitlement; further information can be obtained from the Family Information Service (FIS) at: [fis@nelincs.gov.uk](mailto:fis@nelincs.gov.uk) or tel: (01472) 326292 (option 1).

## Appendix 5 – Education Transport

### HOME TO SCHOOL TRANSPORT POLICY

Parents/carers are responsible for ensuring their child's regular attendance at school. For most parents this includes making their own arrangements for their child, who is compulsory school age, to travel to and from school. In some cases, children are entitled to transport support and local authorities must make the travel arrangements, free of charge, for eligible children.

The information below gives details regarding the qualifying criteria for eligible children.

#### Statutory walking distance

A child is eligible for home to school transport support if they are of compulsory school age, attend their nearest suitable school and:

- live more than the statutory walking distance from that school, that is
  - For a child under the age of 8 years, the school is more than 2 miles from their home.
  - For a child aged 8 years or over, the school is more than 3 miles from their home.

Or

- in the absence of a safe walking route, they would not be able to walk to that school in reasonable safety, even if they were accompanied by their parent

### **Extended rights**

Under the extended rights criteria a child is eligible for free travel to school if they are eligible for free school meals or a parent with whom they live receives maximum Working Tax Credit and they are:

- aged 8 or over but under 11, attend their nearest suitable school and it is more than 2 miles from their home; or
- aged 11 to 16 years, and attend one of their three nearest suitable schools provided it is more than 2 miles but not more than 6 miles from their home; or
- aged 11 to 16 years, attend a school that is more than 2 but not more than 15 miles from their home that their parents have chosen on the grounds of their religion or belief if, having regard to that religion or belief, there is no suitable school nearer to their home.

Where a child qualifies for transport support under the above criteria, transport support will continue to be provided for the rest of the school year even if their entitlement to free school meals or parent's entitlement to maximum level of Working Tax Credit ceases. Due to the way in which universal Credit is calculated, the children whose parents receive the maximum level of Working Tax Credit will be eligible to free school meals following the roll out of Universal Credit.

### **Special educational needs and/or disabilities (SEND) including medical needs**

To be eligible on these grounds a child is eligible, if they attend their nearest suitable school, which is within the statutory walking distance but they could not reasonably be expected to walk to that school because of their special educational needs, disability or mobility needs, even if they were accompanied by their parent. The child does not need to have an Education Health and Care plan, or have travel support specified in their EHCP, or attend a special school, or live beyond the statutory walking distance.

Not every child with an EHCP or that attends a special school will be eligible for transport support. Requests will be considered on a case-by-case basis.

For the purposes of home to school transport, the following are taken into consideration.

### **Home address**

For home to school travel purposed, home is the place where a child is habitually and normally resident. There is no expectation that local authorities should provide travel to and from two separate addresses. Where their parents do not live together and the child spends part of the week with each parent, the authority will assess eligibility and provide transport from one address only, that is, the address of the parent in receipt of child-related benefits.

### **Qualifying schools**

Qualifying schools are: community schools, foundation schools, voluntary aided and voluntary controlled schools; academies (including those which are free schools, university technical colleges, studio schools and special schools); alternative provision academies; community or foundation special schools; non-maintained special schools; pupil referral units; maintained nursery schools (where attended by a child of compulsory school age); and city technology colleges and city colleges for the technology of the arts.



For children with special educational needs, an independent school is a qualifying school if it is the only school named in their EHC plan, or the nearest of two or more schools named in the EHC plan.

### **Suitable school**

A suitable school for home to school travel purposes is a qualifying school that is suitable for the child's age, ability, aptitude and any special educational needs they may have. It does not mean the most suitable school for a child. Schools are able to meet a wide range of needs. The nearest secondary school to the home of a child of secondary school age, for example, will almost always be their nearest suitable school.

Where a child has an EHC plan, the school named in the plan will normally be considered to be their nearest suitable school but there may be exceptions to this.

### **Direction off-site, managed moves and alternative provision.**

Children already in receipt of transport support to attend alternative provision or a school agreed through the BAC/ASPIRE systems by the end of the 2022/23 school year will continue to receive appropriate transport support until they complete that phase of their education, they transfer to a different school/provision or a change in their circumstances, e.g. change of address, means that they are no longer eligible for support. Any changes to school, provision or home address will mean that their entitlement to transport support will be reassessed.

Direction off-site (temporary) and managed moves (permanent) are arrangements made directly between one school and another. In such cases the children have no recourse to home to school transport and the schools are responsible for making and funding any necessary transport arrangements.

Where a school submits a request for alternative provision (RAP) to the local authority, approval is given and the child transfers to the relevant alternative provision site, or where a child is placed in another school following permanent exclusion, the child may be eligible for transport support. The type of transport support will be determined by factors such as the distance between home and the alternative provision, using the general qualifying distances as for statutory transport. Requests will be considered on a case-by-case basis and on receipt of relevant independent verification of their additional needs.

### **Attendance at other schools**

The local authority recognises its obligations under the relevant Education Acts to comply with parental preferences regarding choice of school. However, owing to the need to maximise the efficient use of resources, the local authority will only provide free transport in accordance with the policy criteria above. The local authority considers that any other arrangement would lead to excessive expenditure and would prejudice efficiency in the provision of education and the use of resources.

In light of the above, parents/carers wishing to apply for places in schools other than those detailed above should do so knowing that free or concessionary transport will not be available, regardless of the distance involved. Although each child's application will be considered individually, in the absence of meeting the detailed criteria or exceptional circumstances relating to such applications, it is not anticipated that the local authority will be under any obligation to assist with the cost of transport involved.

## **Nursery**

The local authority recognises its obligations to ensure that nursery provision is available to all children who have attained the statutory age. It aims to ensure that there is provision accessible from the child's home. It is the responsibility of the child's parents/carers to make arrangements for the child to be accompanied whilst travelling to nursery provision. Therefore, any transport assistance to nursery/early education providers will only be granted where exceptional circumstances apply to the child.

## **Additional Information**

For further information regarding eligibility for home to school transport contact the Education Transport Team, Doughty Road depot, Doughty Road, Grimsby, DN32 0LL. Telephone: (01472) 326291 (Option 2), e-mail: [schooltransport@nelincs.gov.uk](mailto:schooltransport@nelincs.gov.uk).

## Appendix 6

### **Admission Policies for Primary Academies and Voluntary Controlled Schools which follow their own policy**

<b>Name of School/Academy</b>	<b>Admission Policy</b>
Bursar Primary Academy	<a href="#">Page 35</a>
Catholic Voluntary Aided Primary Academies	<a href="#">Page 37</a>
East Ravendale Primary School	<a href="#">Page 41</a>
Edward Heneage Primary Academy	<a href="#">Page 43</a>
Enquire Learning Trust	<a href="#">Page 47</a>
Fairfield Academy	<a href="#">Page 52</a>
Humberston CE Primary School	<a href="#">Page 56</a>
Lisle Marsden CE Primary Academy	<a href="#">Page 58</a>
New Waltham Academy	<a href="#">Page 59</a>
Old Clee Primary Academy	<a href="#">Page 61</a>
Ormiston South Parade Academy	<a href="#">Page 63</a>
Pilgrim Academy	<a href="#">Page 70</a>
Reynolds Academy	<a href="#">Page 72</a>
Scartho Junior Academy	<a href="#">Page 75</a>
Signhills Infant Academy	<a href="#">Page 78</a>
Signhills Academy (Junior)	<a href="#">Page 75</a>
Stallingborough CE Primary School	<a href="#">Page 80</a>

# **BURSAR PRIMARY ACADEMY**

## **ADMISSIONS POLICY FOR 2024 - 2025 ACADEMIC YEAR**

### **The Academy Ethos**

Bursar Primary Academy pupils (staff and community) find daily purpose in attending, finish every day eager to return, having engaged in learning and made progress through activities which are well matched, stimulating and fun.

### **Our aims:**

We will provide opportunities for all pupils to learn and achieve.

We will welcome the community and safely surround our pupils with a high quality environment.

We will engage in a purposeful and energetic climate.

We will promote an enthusiasm for learning which develops an enquiring and creative approach and fosters each pupil's self-esteem and resilience.

We will encourage working partnerships with the wider community to engage in an aspirational vision.

We will lay particular emphasis on English and mathematics within our broad and creative curriculum to promote economic wellbeing.

We will promote pupil's spiritual, moral, social and cultural development and prepare our pupils for opportunities, responsibilities and experiences for life.

Bursar Academy makes no excuses for its insistence on the highest possible standards. We expect the very best behaviour and work ethic from students and full compliance with the Academy uniform policy to instil pride in themselves and the Academy. Pupils are expected to have consideration for others, be polite and courteous and pursue the goal of maximising their potential.

The governing body welcomes children regardless of aptitude or ability.

We will always give priority to those who have actually applied for a place over those who fulfil any of the criteria but have not actually applied.

If the number of applications for places at the academy is higher than the admission number set for that year group, we will use the following factors, in priority order, to decide which students will be given places. After the admission of pupils with an Education, Health and Care Plan (EHCP) where Bursar Primary Academy is recorded in the plan, we will use the following factors, in priority order, to decide which pupils will be given places.

Looked After Children (children in public care) or a child who was previously looked after.

Siblings: Having brothers or sisters who are already at the academy when your child is due to start here.

Catchment: Living within the catchment area.

Geographical: We will give priority to those living nearest to the Academy (if there is more than one route, the distance measured is the shortest available safe route for pedestrians), from the front door of the child's home address (including flats) to the main entrance of the Academy, using the Local Authority's computerised measuring system.

Criteria 4 is also used as a tie-breaker. Whenever two people have the same priority based on criteria 2 or 3, then the child who lives closest to the academy will be given the higher priority.

### **Additional Notes**

Children who have an Education, Health and Care Plan (EHCP) where the school is recorded in the plan.

These children will have undergone a statutory assessment of their special educational needs. Where a school is recorded in the plan the school must admit the child.

### **Looked After Children**

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

### **Rules for Siblings**

Included in this factor are stepbrothers and sisters and half-brothers or sisters, adopted brothers or sisters, stepbrothers or sisters or the child of the parent/carer's partner living at the same address and who will be attending the academy at the expected time of admission. The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and other(s) is/are not. In the case of first admission to school, the panel would have to have regard to Infant Class Size Legislation.

### **Rules for Residence**

On 31 December of the year before your child is due to start at the academy, your child must be living in the academy's catchment area. If you move to the academy's catchment area after this date, we will not consider your request until we have firm proof (documentary evidence) that you are about to move (for example, a solicitor's letter confirming that exchange of contracts has taken place or a rental agreement). We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given. Where parents have shared access to a child only one address can be accepted; parents must agree which address is to be used for the purposes of allocating a place. If parents cannot agree on an address, the local authority will use the address to where the Child Benefit is paid.

### **Geographical**

Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

### **Appeals against a decision not to admit a child to the academy.**

Parents have a legal right to appeal against a decision not to admit a child to the academy. The academy will be happy to provide information about this on request.

### **Admission of children outside their normal age group**

Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group. In addition, the parents/carers of a 'summer born child', i.e. children born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday.

Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Primary School Admissions Coordinated Schemes i.e. for entry into Year Reception (and Year 3 for junior schools). All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school/academy, decision of the relevant admission authority and the best interests of the child.

If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a deferral form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school/academy which may not be successful.

It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in both primary school and on later transfer to secondary school.

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### **Admission Policy for Catholic Primary Voluntary Academies in the Our Lady of Lourdes Catholic Multi-Academy Trust in North East Lincolnshire 2024-2025**

<b>Academy</b>	<b>Published Admission Number</b>	<b>Parish(es) Served</b>
St Joseph's Catholic Voluntary Academy, Cleethorpes	30	Parish of the Most Holy and Undivided Trinity, Grimsby, Cleethorpes & Immingham
St Mary's Catholic Voluntary Academy, Grimsby	30	

### **This policy will apply for admission into Reception Class for the academic year 2024-25.**

The Catholic schools listed above are under the Trusteeship of the Diocese of Nottingham and belong to the Nottingham Diocesan family of schools. They are founded by and are part of the Catholic Church and seek at all times to be a witness to Jesus Christ. Religious education and worship are in accordance with the teachings and doctrines of the Catholic Church. This does not affect the right of parents or carers who are not of the faith of these schools to apply for and to be considered for places, applications are welcome from all parents and carers, regardless of faith or background, who would like their children to be educated in a Christian environment. However, we ask all parents or carers applying for a place to respect this ethos and its importance to the school community.

The Our Lady of Lourdes Catholic Multi-Academy Trust is the admission authority for all the schools within the Trust and is responsible for determining the admissions policy. On behalf of the Trust the admissions is coordinated by the relevant Local Authority. All decisions relating to admission applications will be taken by the local governing body of the school applied for.

### **Application Procedure and Timetable**

Applications must be made on the Common Application Form provided by your home Local Authority.

Applications must be made to your home Local Authority by the national closing date of 15th January.

In addition all applicants wishing to apply for a place under a faith criterion (oversubscription criteria 1-7) should complete the Supplementary Information Form. This form available from the schools. The completed form, together with any required evidence, (see notes 3-8), should be returned to each Catholic school for which a preference has been specified, also, by the national closing date of 15th January. For ranking within one of the faith criteria: If you do not provide the additional required evidence and return it by the closing date your child will be ranked in a lower admissions category and this may affect your child's chances of being offered a place.

### **All Applications - How places are allocated**

The Local Authority forward details of all applicants to the relevant school local governing body. Using the information on both the Common Application Form and the Supplementary Form, each school local governing body draws up a ranked list using the oversubscription criteria listed below. The Local Authority then allocates places on behalf of the school up to the admissions number. When a place can be offered at more than one of the schools listed on your application, the Local Authority will offer a place at the highest preferred school where a place is available.

### **Admission of Children below Compulsory School Age, Deferred Entry and Summer Born Children**

If your child is offered a full-time place before s/he reaches compulsory school age, you have the option of deferring the child's entry up until the term in which the child reaches compulsory school age. A child reaches compulsory school age on the prescribed day following his/her fifth birthday (or on his/her fifth birthday if it falls on a prescribed day). The prescribed days are 31st December, 31st March and 31st August. The place will be held and will not be offered to another child provided the place is taken up within the same academic year. Parents can request that their child attends school part-time until the child reaches compulsory school age. Parents who wish to request to defer a place to later in the school year or to attend school part-time are advised they should agree this with the school prior to the start of the autumn term. Parents of summer born children, i.e. a child born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group to Reception Year rather than Year 1. However, parents need to be aware that if the request is approved (see below on decisions on applications for 'admission outside of normal age group) they will need to apply again in the next admissions round for a place in that Reception Year and should be aware that a place is not guaranteed as the application will be considered alongside all other applications in that year and the Oversubscription Criteria will still apply. Dependent on place of residence parents/carers should consult their relevant home Local Authority website for full details of the admissions process, including information on the admissions cycle.

Parents may seek a place for their child outside of the normal age group for example if the child is exceptionally gifted and talented or has experienced problems such as ill

health. It is anticipated that children will be educated out of their normal age group in only a small number of very exceptional circumstances. Should you wish to seek a place for your child outside of their normal age group you should still make an application for a school place for your child's normal age group and you should also submit a request for admission out of the normal age group. This request should be made in writing (including any supporting evidence) to the Chair of the Local Governing Body, c/o the school at the same time as the admission application is made. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the school local governing body will take into account the views of the parents and of appropriate medical and education professionals. A decision will then be made on which age group the child should be admitted taking into account the circumstances of each case and the best interests of the child. Once that decision has been made the oversubscription criteria will be applied to determine if a place can be offered at the school. Your statutory right to appeal against the refusal of a place at a school for which you have applied is unaffected. However, the right to appeal does not apply if you are offered a place at the school but it is not in your preferred age group. The school is not required to honour a decision made by another admission authority on admission out of the normal age group.

### **Late applications**

Late applications will be administered in accordance with the Local Authority Primary Coordinated Admissions Scheme within which the school is located. You are encouraged to ensure that your application is received on time.

### **Applications during the school year (In-Year Applications)**

Details of the application process are available from the school and from the Local Authority (see details below) within which the school is located. Once an application has been made, it will be passed to the school local governing body for consideration. North East Lincolnshire: [www.nelincs.gov.uk](http://www.nelincs.gov.uk)

Offers of places may be withdrawn if they are offered in error, a parent has not responded within 10 school days of the offer letter issue or it is established that an offer was obtained through a fraudulent or intentionally misleading application.

In cases involving school transfers that do not require a house move or where there is no need for an immediate move, arrangements may be made for the child to start school at the beginning of the following term to minimise disruption to their own and other children's education.

If your application is refused you have a statutory right to appeal (see 'Appeals' below). Your appeal should be lodged within twenty school days after the date of the decision letter.

### **Waiting Lists**

Parents whose children have not been offered a place at a school in the normal admissions round will be added to the school's Waiting List unless they have been offered a place at a higher preference school. The Waiting List will normally remain open until the end of the Autumn Term in the application year. However, some schools may maintain the Waiting List until the end of the academic year. Parents should contact the relevant school to request further details. Waiting Lists are maintained in the same order as the oversubscription criteria listed below and not in the order in which applications are received or added to the Waiting List. This means that your child's position on the Waiting List may change during the year. Any late applications

will be added to the Waiting List in accordance with the oversubscription criteria. Inclusion on a school's Waiting List does not mean that a place will eventually become available. Parents must make a further application for a school place in respect of a later academic year and if a place is not available the child's name can be added to the Waiting List for that academic year.

### **Appeals**

If a child is not offered a place, parents/carers have a statutory right to appeal. This should be done by writing to the school setting out your grounds for appeal no later than twenty school days after the decision letter has been received. The appeal will be arranged on behalf of the local school governing body by the Catholic Schools Appeals Service and will be heard by an independent panel. The decision of the panel will be binding on the school.

### **Fair Access Protocols**

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children, 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 as place under Fair Access Protocols will take precedence over those on a Waiting List. The schools listed in this policy participate in the Fair Access Protocols operated by the Local Authorities within which they are located. Dependent on the location of the school for details of the application process for In-Year Applications parents/carers should consult the relevant Local Authority website.

### **Infant Class Size Regulations**

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher. Parents/carers should be aware that when the school local governing body is considering applications for places, they must keep to the 30 limit. However, in accordance with the School Admissions Code 2021 (2.16) additional children may be admitted under limited exceptional circumstances. These children will remain as 'excepted pupils' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. Parents do have a right of appeal in accordance with the Infant Class Size Regulations if the school is oversubscribed and their child is refused a place.

### **Applications for twins / multiple birth children**

Where the final place available is offered to a child from a twin or multiple birth the school local governing body will normally offer places to both twins, triplets etc even if this means exceeding the published admission number as long as the governing body decides that the education of pupils in that year group would not be detrimentally affected.

Attendance at Nursery Attendance at the school's nursery or a pre-school setting on the site of the school does not guarantee that a place will be offered at the school and does not give any priority within the oversubscription criteria. In addition, for children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the local authority and using the Common Application Form.

### **Oversubscription Criteria**

Where a school has more applications than places available, the school local governing body will draw up a ranked list based on the criteria listed below and will allocate places accordingly.



In accordance with legislation Pupils with an Educational Health and Care Plan (EHCP) (a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 which specifies the special educational provision required for a child) which names the school will be allocated a place first. This will reduce the number of places available.

1. Catholic looked after or 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 (See Notes 1 and 2).
  2. Catholic (see Note 2) children living in the parish(es) served by the school
  3. Catholic (see Note 2) children living outside the parish(es) served by the school
  4. Other looked after or 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 (see Note 1).
  5. Catechumens, Candidates and members of Eastern Christian Churches (see Notes 3, 4 and 5)
  6. Children of other Christian denominations whose membership is evidenced by a minister of religion (see note 6)
  7. Children of other faiths whose membership is evidenced by a religious leader (see note 7)
  8. Any other children not within categories 1-7.
- First priority within the individual criteria will be given to applications for children who will have siblings (see Note 8) attending the school in years R - 6 at the proposed time of admission.

### **Distance Measurement**

Within each criterion applications will be ranked on distance with priority given to children who live nearest to the academy using the same method of measurement as used by the Local Authority within which the academy is located. **North East Lincolnshire:** Distance will be measured by the safest walking route from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system.

### **Tie Breaker**

In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place (e.g. children who live at the same address or have the same distance measurement). In this exceptional situation, if there is no other way of separating the applications then the school local governing body will admit the additional child above the published admission number. If, however, and subject to the limited exceptional circumstances set out in the School Admissions Code 2021 (2.16) where additional children may be admitted, where admission would result in the legal limit of 30 children being exceeded, then the place will be allocated by the drawing of lots supervised by someone independent of the school.

### **NOTES (THESE FORM PART OF THE OVERSUBSCRIPTION CRITERIA)**

1. 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 in accordance with 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 and children who were adopted under section 46 of the Adoption and Children Act 2002. 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. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into full communion with the Catholic Church signed by a Catholic Priest and stamped with the parish stamp. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (i.e. a looked after child in the process of adoption by a Catholic family). For a child to be ranked as Catholic within the oversubscription criteria, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest.

3. 'Catechumen' means a member of the catechuminate of a Catholic Church. This will be evidenced by a certificate of reception into the order of catechumens or a letter of verification signed by the parish priest and stamped with the parish stamp.

4. 'Candidate' means a candidate for reception into the Catholic Church. This will be evidenced by a letter of verification signed by the parish priest and stamped with the parish stamp.

5. 'Eastern Christian Church' includes Orthodox Churches, and is evidenced by a certificate of baptism or reception from the authorities of that Church.

6. 'Children of other Christian denominations' means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service to the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England (CTE) and Churches Together in Wales (CYTUN) are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. Evidence will be a Baptism Certificate, a Certificate of Dedication or a letter of verification confirming the membership of the child signed by the minister of religion for that church.

7. 'Children of other faiths' means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at note 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship. This is evidenced by a Baptism Certificate, a Certificate of Dedication or a letter of verification confirming the membership of the child signed by the religious leader of the community.

8. 'Siblings' means a child who lives as a brother or sister in the same house, including natural brothers or sisters with either one or both parents in common, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit as the same address as that sibling.

9. A 'parent' means all-natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. Home Address: The governors of each school use the same definition as used by the Local Authority within which the school is located and these are set out below:  
**North East Lincolnshire:** For admission purposes, the home address is where a child usually lives with their parent or carer. You must not give the address of a childminder or relative. Where parents have shared access to a child only one address can be accepted, parents must agree which address is to be used for the purposes of allocating a school place. If parents cannot agree on an address the local authority will use the address to where the Child Benefit is paid

11. For the purposes of this policy, parish boundaries are as shown on the map available on the school website

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**East Ravendale Church of England (voluntary controlled) Primary School  
Admissions Policy 2024-2025**

Our school serves its community by providing an education of the highest quality within the context of Christian belief and practice. It is a school for the whole community whilst it seeks to offer a Christian based education to all children; grounded in the Diocesan vision of "excellence, exploration and encouragement within the love of God". The school values the involvement of all parents in supporting the school's Christian ethos. As a Church of England school, we hold regular Christian collective worship and festivals, both in school and in Church.'

If the number of applications for places at the school is higher than the Published Admission Number (PAN) set for the school, applications will be considered against the criteria set out below. After the admission of children with an Education, Health and Care Plan (EHCP) where the school is recorded in the plan, we will use the following factors, in priority order, to decide which children will be given places. **(In addition, please note that we will always give priority to those who have actually applied for places over those who fulfil any of the criteria but have not actually made an application.)**

- Looked after children - A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] 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).

- Living in the catchment area.
- Having brothers or sisters who are already at the school.
- Is attending the pre-school at the time of application.
- The last factor is geographical. We will give priority to those living nearest to the school (if there is more than one route, the distance measured is the shortest available safe route vehicles on adopted roads), from the front door of the child's home address (including flats) to the main entrance of the school, using the local authority's computerised measuring system. The admissions transfer letter will give you more information or you can contact the Schools Admissions Team for more advice.

The last criteria is also used as a tie-breaker. Whenever two children have the same priority based on any of the higher criteria the child who lives closest to the school will be given the higher priority.

## Notes

### 1. Children who have an Education, Health and Care Plan (EHCP) where the school is recorded in the plan

These children will have undergone a statutory assessment of their special educational needs. Where a school is recorded in the plan, the school must admit the child.

### 2. Looked after children

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

### 3. Rules for residence

On 31 December of the year before your child is due to go to primary school, your child must be living in the school's catchment area. If you move to a school's catchment area after this date, we will not consider your request until we have firm proof (documentary evidence) that you are about to move (for example, a solicitor's letter confirming that exchange of contracts has taken place). We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given.

### 4. Rules for siblings

Included in this factor are brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters or the child of the parent/carer's partner living at the same address and who will be attending the school at the expected time of admission.

In the event of two applications for one vacancy using the above criteria, the authority will apply a tie breaker decision based on geographical distance. The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and the other(s) is/are not. In the case of first admission to school the panel would have to have regard to Infant Class Size legislation.

## **5. Rules for Pre-school**

This refers to children who have attended pre-school, at least three hours a week, before entry into EYFS2.

### **Appeals**

If we cannot meet your school preference you can appeal against the decision to an independent appeals panel.

### **Admission of children outside their normal age group**

Paragraph 2.18 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group. In addition, the parents/carers of a 'summer born child', i.e. children born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday.

Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Primary School Admissions Coordinated Schemes i.e. for entry into Year Reception (and Year 3 for junior schools). All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school / academy, decision of the relevant admission authority and the best interests of the child.

If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a deferral form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school / academy which may not be successful.

It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in both primary school and on later transfer to secondary school.

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## **EDWARD HENEAGE PRIMARY ACADEMY– ADMISSIONS POLICY FOR ACADEMIC YEAR 2024 - 2025**

**Excellence. High-expectations. Pride. Achievement**

**The David Ross Education Trust is the Admission Authority for this Academy.**

At Edward Heneage, we are determined to enable the best possible opportunities for our pupils to attain academic and social excellence. Our skilled and committed staff work closely with parents, governors and the David Ross Education Trust, upholding a culture of high expectations and a shared belief that the children can and will succeed.

## **The Academy Ethos**

It is our intention to ignite a real love of learning by providing a rich, varied and exciting, world class curriculum that meets the needs of each and every individual. In addition, we encourage children to foster positive relationships with each other, to be kind and courteous and develop lively and enquiring minds through our Academy Values

We welcome children regardless of aptitude or ability.

We will always give priority to those who have actually applied for a place over those who fulfil any of the criteria but have not actually applied.

## **Applying for a Place**

Arrangements for applications for places in Reception at EDWARD HENEAGE PRIMARY ACADEMY will be made in accordance with North East Lincolnshire Council's co-ordinated admission arrangements; parents resident in North East Lincolnshire can apply online at <https://www.nelincs.gov.uk/schools-and-education/school-admissions/apply-for-a-school-place/> . Parents resident in other areas must apply through their home local authority.

EDWARD HENEAGE PRIMARY ACADEMY will adhere to the timescales outlined in the North East Lincolnshire Council's Co-ordinated admissions scheme available at <https://www.nelincs.gov.uk/schools-and-education/school-admissions/apply-for-a-school-place/> for these applications and the relevant Local Authority will make the offers of places on our behalf as required by the School Admissions Code.

## **Published Admission Number (PAN)**

The PAN for Reception is 45. If there are fewer applicants than places available all applicants will be admitted.

## **Special Educational Needs**

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 this policy.

## **Oversubscription Criteria**

If there are more applications than places available we will apply the oversubscription criteria listed below. 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.

1. Looked after children and all 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. (See definitions)
2. A child with a sibling on roll at the time of admission. (See definitions)
3. Living in the catchment area. (See definitions)
4. Geographical. We will give priority to those living nearest to the Academy (if there is more than one route, the distance measured is the shortest available safe

route for pedestrians), from the front door of the child's home address (including flats) to the main entrance of the academy, using the local authority's computerised measuring system.

### **Tie-breaker**

If two or more children are tied for the last place based on proximity to the Academy, a lottery will be drawn by an independent person, not employed by the Academy or working in Children's Service Directorate at the local authority.

### **Multiple Births and Brothers and Sisters in the Same Year Group**

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.

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.

### **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.

### **Fair Access Protocol**

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 waiting list. Edward Heneage Primary Academy will participate in North East Lincolnshire Council's the fair access protocol.

### **Deferred Entry to School**

In accordance with the requirements of the Admissions Code, if your child has been offered a place:

- a) your child is entitled to a full-time place in the September following their fourth birthday;
- b) you can defer the date your child is admitted to the school until later in the school year but not beyond the point at which your child reaches compulsory school age and not beyond the beginning of the final term of the school year for

which it was made; and

- c) if you wish, your child may attend part-time until later in the school year but not beyond the point at which your child reaches compulsory school age.

### **Admission of Children outside their Normal Age Group (not summer born)**

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. It is important for parents to note that they will have responsibility for providing evidence to support their request.

If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- a) In advance of completing the LA common application, send in writing directly to the school, a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application.

The academy's admissions committee 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.

- b) Complete the LA common application form or the in-year admission form, as appropriate. Parents/carers should ensure that the written outcome from the academy's admissions committee outlining the decision is attached to the application.

### **Requests for admission out of normal age group (*Summer Born children*)**

Whilst all children are entitled to a full-time school place in the September following their 4<sup>th</sup> birthday and most parents are happy for their child to start school at this point, parent(s)/carer(s) of summer born children (those born between 1 April and 31 August) who do not reach compulsory school age until a full year after they would normally start school, may wish to delay their child's start to school until the September following their 5<sup>th</sup> birthday.

If parents wish to delay their summer born child's school start until the September following their 5<sup>th</sup> birthday, there are 2 options:



1. Parents can make an in-year application for a place for the September following their child's 5<sup>th</sup> birthday. The child would normally start school in **Year 1** (their correct chronological age group) as other children in the child's age group already attending school will be moving from Reception to Year 1 at this point. It is important to remember that some schools are likely to be full and they may be unable to offer a place;
2. If parents do not want their child to miss their Reception year, they may request that children are admitted out of their normal age group i.e. into Reception instead of Year 1. Please note, this is a 'request' and parents do not have the right to insist that their child is admitted to a particular age group. The school's admission committee is responsible for making the decision about which year group a child should be admitted to.

Parents/carers of summer born children who could start school in September 2023, but wish to delay their child's school start and apply for a Reception place to start in September 2024, should still make their application for a Reception place for their child's normal year of entry before the primary application deadline of **5 pm on 15 January 2023**. If a delay is agreed, this application can be withdrawn.

Parent/carers should also, if possible, make their request for admission out of the normal age group to their preferred schools by the same date - **15 January 2023 (5 pm)**. This is to enable sufficient time for requests to be processed prior to National Offer Day (16 April or the next working day). Requests will however still be considered after this date.

Parents/carers wanting to request that they be able to apply for a Reception place at for the September following their child's 5<sup>th</sup> birthday, should write to the academy in the first instance. In their request, parents/carers should provide some information about their child to explain why they think that their child should be educated out of their normal age group. It is important for parents/carers to provide any additional evidence to support their request as this information will help the admission committee to make their decision e.g. parents/carers may be able to provide a report from the child's Early Years setting or evidence from a health or social care professional.

The request will then be considered by our admission committee who will then make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. The School Admissions Code requires admission authorities to consider a number of factors:

- the parent's/carer's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the Head teacher's views.

**What happens next?**

Parents/carers will be informed of the admission committee's decision on the year group the child should be admitted to when they start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision.

**If the request is approved:**

If the request to be admitted outside normal age group is **approved** by the admission committee of the school, parents/carers will need to forward this approval to School Admissions at the Local Authority so an application can be accepted in the normal admission round for the September following the child's 5<sup>th</sup> birthday.

Parent(s)/carer(s) will then need to make an application for a place in Reception for the normal round of admissions in the following academic year.

**Please note** – this does not mean a child has been, or will be, offered a place in the Reception year at their chosen school. If, in this following normal admissions round, the school is oversubscribed, all applications (including delayed applications) for the school will be ranked in accordance with the school's oversubscription admission criteria.

**If the request is rejected:**

If the request to be admitted outside normal age group is **rejected** by the admission committee of the school, parents/carers have to decide whether to accept a Reception place in the normal year of entry or delay their child's start until the September after their 5<sup>th</sup> birthday and apply for a Year 1 place.

If parents/carers are unhappy with the admission authority's decision to refuse their child a place out of their normal age group, complaints should be made directly to the David Ross Education Trust.

Parents/carers whose requests for delayed entry into Reception are refused, have no statutory right to appeal this decision as the purpose of the appeals process is to consider whether a child should be admitted to a particular school, not the year group into which they should be admitted.

## **Definitions**

Children who have an **Education, Health and Care Plan (EHCP)** where the school is recorded in the plan.

These children will have undergone a statutory assessment of their special educational needs. Where a school is recorded in the plan the school must admit the child.

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).

### **Rules for Siblings**

Included in this factor are stepbrothers and sisters and half-brothers or sisters, adopted brothers or sisters, stepbrothers or sisters or the child of the parent/carer's partner living at the same address and who will be attending the academy at the expected time of admission. The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and other(s) is/are not. In the case of first admission to school the panel would have to have regard to Infant Class Size Legislation.

### **Rules for Residence**

On 31 December of the year before your child is due to start at the academy, your child must be living in the academy's catchment area. If you move to the academy's catchment area after this date, we will not consider your request until we have firm proof (documentary evidence) that you are about to move (for example, a solicitor's letter confirming that exchange of contracts has taken place or a rental agreement). We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given. Where parents have shared access to a child only one address can be accepted, parents must agree which address is to be used for the purposes of allocating a place. If parents cannot agree on an address the local authority will use the address to where the Child Benefit is paid.

Geographical Distance will be measured by the shortest available safe walking route from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Home Address is where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Sunday – Thursday.

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### **Enquire Learning Trust Admission Policy 2024-2025**

(Eastfield Primary, Elliston Primary, Enfield Academy of New Waltham, Humberston Cloverfields, Laceby Acres, Middlethorpe Primary, Springfield Primary, Welholme Primary)

#### **1. Aims**

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

#### **2. Legislation and statutory requirements**

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code
- School Admission Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. This policy complies with our funding agreements and Articles of Association.

### **3. Definitions**

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admissions authority) 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).

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

#### **Rules for siblings**

Included in this factor are step siblings, foster siblings and adopted siblings living at the same address at the expected time of admission.

#### **Rules for Early Years Pupil Premium**

Children who are in a nursery class which is part of the academy. Early years pupil premium is additional funding paid to support disadvantaged children receiving government – funded early education, as per Section 7 of the Childcare Act 2006.

#### **Rules for Residence**

By home we mean 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. 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. 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 your 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 you can show that your child spends an equal amount of time at both addresses during school term time, you can choose which address to use on the application.

If you have more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time.

## **Children of staff at the Academy**

Either:

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or;
- b) where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

## **Distance**

For all North East Lincolnshire academies distance will be measure by a straight line from the from door of the child's home address (including flats) to the main entrance of the academy, using the local authorities computerised measuring system, with those living closer to the academy receiving the higher priority.

## **4. How to apply**

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). This maybe an electronic form. You can use this form to express your preference for a minimum of 3 state-funded schools (6 choices in Tameside Local Authority), in rank order.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

## **5. Requests for admission outside the normal age group**

Parents are entitled to request a place for their child outside of their normal age group. Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on his or her schooling.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Principal's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## 6. Children of UK service personnel and crown servants

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 Trustees 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 Trustees will not refuse a service child a place solely because the family does not have an intended address or does not yet live in the area.

For late coordinated applications and mid year applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The Trustees will consider whether:

- An application from that address would normally succeed in an oversubscribed year.
- There is any child on the waiting list with higher priority under the oversubscription criteria.
- The prejudice from admitting an extra child would be excessive.

The Trustees 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.

## 7. Allocation of places

### 7.1 Admission number

North East Lincolnshire	
Eastfield Primary Academy	30
Middlethorpe Primary Academy	30
Laceby Acres Primary Academy	30
Humberston Cloverfields Primary Academy	45
Elliston Primary Academy	45
Welholme Primary Academy	90
Enfield Primary Academy	30
Springfield Primary Academy	45

### 7.2 Oversubscription criteria

All children whose Education, Health and Care (EHC) Plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admissions authority) 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) .

2. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings and adopted siblings living at the same address. Priority will not be given to children with siblings who are former pupils of the school.

3. Pupils who are eligible for Early Years Pupil Premium and are in a nursery class which is part of the academy.

4. Priority will next be given to children of staff at the academy, in either of the following circumstances:

a) The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or

b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

5. Pupils whose main residence is within the catchment area. Parents can view each academy catchment area through their local authority website. NB; criterion 3 is not applicable in full to Lincolnshire or Tameside academies because they do not have catchment areas.

6. Distance

For all North East Lincolnshire academies distance will be measure by a straight line from the from door of the child's home address (including flats) to the main entrance of the academy, using the local authorities computerized measuring system, with those living closer to the academy receiving the higher priority.

The Enquire Learning Trust and its academies work within all Local Authority Fair Access Protocols.

### **7.3 Tie break**

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured as outlined above in criterion 5. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

### **8. In-year admissions**

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plan names the school will be admitted. Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place. If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest. Applications for in-year admissions should be sent to your local authority as listed in section 4 of this policy.

### **9. Deferred entry or admission below compulsory school age.**

Where a place has been offered and accepted:

a) Your child is entitled to a full-time place in the September following their fourth birthday;

b) You can defer the date your 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;  
c) Parents can also request that their child may attend part-time until later in the school year until the child reaches compulsory school age.

## **10. Waiting List**

A waiting list will be kept at each academy until the 31st December of each school year of admission. Each child will be added to the list and ranked in line with the oversubscription criteria. Priority will not be given to children based on the date of their application or when their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, must take precedence over those on a waiting list.

## **11. Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

[admissions@eltacademy.org](mailto:admissions@eltacademy.org)

or

18 Appleton Court

Wakefield

WF2 7AR

You can find details of school appeals timetables on Local Authority websites.

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## **FAIRFIELD ACADEMY ADMISSIONS POLICY FOR ACADEMIC**

**YEAR 2024 - 2025**

**The David Ross Education Trust is the Admission Authority for this Academy.**

Arrangements for applications for places in Reception at Fairfield Academy will be made in accordance with North East Lincolnshire Council's co-ordinated admission arrangements; parents resident in North East Lincolnshire can apply online at <https://www.nelincs.gov.uk/schools-and-education/school-admissions/apply-for-a-school-place/>. Parents resident in other areas must apply through their home local authority.

Fairfield Academy will adhere to the timescales outlined in the North East Lincolnshire Council's Co-ordinated admissions scheme available at <https://www.nelincs.gov.uk/schools-and-education/school-admissions/apply-for-a-school-place/>

for these applications and the relevant Local Authority will make the offers of places on our behalf as required by the School Admissions Code.

### **Published Admission Number (PAN)**

The PAN for Reception is 45. If there are fewer applicants than places available all applicants will be admitted.

Please note that we will always give priority to those who have actually applied for places over those who fulfil any of the criteria but have not actually made an application.



## **Special Educational Needs**

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 this policy.

## **Oversubscription Criteria**

If there are more applications than places available we will apply the oversubscription criteria listed below. 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.

1. Looked after children and all 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. (see definitions)
2. A child with a sibling on roll at the time of admission. (see definitions)
3. Living in the catchment area. (see definitions)
4. Children who live closest to the preferred school than any other. (see definitions)

## **Tie-breaker**

Where there are two or more applications that cannot otherwise be separated, a randomiser will be used to decide who is allocated a place.

## **Multiple Births and Brothers and Sisters in the Same Year Group**

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.

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.

## **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.

## **Fair Access Protocol**

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 waiting list. Fairfield Academy will participate in North East Lincolnshire Council's fair access protocol.

### **Deferred Entry to School**

In accordance with the requirements of the Admissions Code, if your child has been offered a place:-

- a) your child is entitled to a full-time place in the September following their fourth birthday;
- b) you can defer the date your child is admitted to the school until later in the school year but not beyond the point at which your child reaches compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) if you wish, your child may attend part-time until later in the school year but not beyond the point at which your child reaches compulsory school age.

### **Admission of Children outside their Normal Age Group (not summer born)**

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. It is important for parents to note that they will have responsibility for providing evidence to support their request.

If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- c) In advance of completing the LA common application, send in writing directly to the school, a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application.

The academy's admissions committee 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.

d) Complete the LA common application form or the in-year admission form, as appropriate. Parents/carers should ensure that the written outcome from the academy's admissions committee outlining the decision is attached to the application.

### **Requests for admission out of normal age group (*Summer Born children*)**

Whilst all children are entitled to a full-time school place in the September following their 4<sup>th</sup> birthday and most parents are happy for their child to start school at this point, parent(s)/carer(s) of summer born children (those born between 1 April and 31 August) who do not reach compulsory school age until a full year after they would normally start school, may wish to delay their child's start to school until the September following their 5<sup>th</sup> birthday.

If parents wish to delay their summer born child's school start until the September following their 5<sup>th</sup> birthday, there are 2 options:

1. Parents can make an in-year application for a place for the September following their child's 5<sup>th</sup> birthday. The child would normally start school in **Year 1** (their correct chronological age group) as other children in the child's age group already attending school will be moving from Reception to Year 1 at this point. It is important to remember that some schools are likely to be full and they may be unable to offer a place;
2. If parents do not want their child to miss their Reception year, they may request that children are admitted out of their normal age group i.e. into Reception instead of Year 1. Please note, this is a 'request' and parents do not have the right to insist that their child is admitted to a particular age group. The school's admission committee is responsible for making the decision about which year group a child should be admitted to.

Parents/carers of summer born children who could start school in September 2023, but wish to delay their child's school start and apply for a Reception place to start in September 2024, should still make their application for a Reception place for their child's normal year of entry before the primary application deadline of **5 pm on 15 January 2023**. If a delay is agreed, this application can be withdrawn.

Parent/carers should also, if possible, make their request for admission out of the normal age group to their preferred schools by the same date - **15 January 2023 (5 pm)**. This is to enable sufficient time for requests to be processed prior to National Offer Day (16 April or the next working day). Requests will however still be considered after this date.

Parents/carers wanting to request that they be able to apply for a Reception place at for the September following their child's 5<sup>th</sup> birthday, should write to the academy in the first instance. In their request, parents/carers should provide some information about their child to explain why they think that their child should be educated out of their normal age group. It is important for parents/carers to provide any additional evidence to support their request as this information will help the admission committee to make their decision e.g. parents/carers may be able to provide a report from the child's Early Years setting or evidence from a health or social care professional.

The request will then be considered by our admission committee who will then make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. The School Admissions Code requires admission authorities to consider a number of factors:

- the parent's/carer's views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the Head teacher's views.

### **What happens next?**

Parents/carers will be informed of the admission committee's decision on the year group the child should be admitted to when they start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision.

#### **If the request is approved:**

If the request to be admitted outside normal age group is **approved** by the admission committee of the school, parents/carers will need to forward this approval to School Admissions at the Local Authority so an application can be accepted in the normal admission round for the September following the child's 5<sup>th</sup> birthday. Parent(s)/carer(s) will then need to make an application for a place in Reception for the normal round of admissions in the following academic year.

**Please note** – this does not mean a child has been, or will be, offered a place in the Reception year at their chosen school. If, in this following normal admissions round, the school is oversubscribed, all applications (including delayed applications) for the school will be ranked in accordance with the school's oversubscription admission criteria.

#### **If the request is rejected:**

If the request to be admitted outside normal age group is **rejected** by the admission committee of the school, parents/carers have to decide whether to accept a Reception place in the normal year of entry or delay their child's start until the September after their 5<sup>th</sup> birthday and apply for a Year 1 place.

If parents/carers are unhappy with the admission authority's decision to refuse their child a place out of their normal age group, complaints should be made directly to the David Ross Education Trust.

Parents/carers whose requests for delayed entry into Reception are refused, have no statutory right to appeal this decision as the purpose of the appeals process is to consider whether a child should be admitted to a particular school, not the year group into which they should be admitted.

### **In-year admissions**

Applications should be made via North East Lincolnshire County Council. Fairfield Academy will accept admissions up to the Published Admission Number of the respective year group at the point of entry. In the event that this would cause prejudice to the provision of efficient education or the efficient use of resources it may be necessary to refuse a place although the year group has not reached the school's published admission number. 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 <https://www.nelincs.gov.uk/schools-and-education/school-admissions/apply-for-a-school-place/>

## Waiting List

Any child refused a place at the school will automatically be put on the waiting list unless a higher preference school has been offered. A waiting list will be maintained until the end of the academic year after which it will be cleared. If you would like your child to be placed on the waiting list for the following academic year please contact the school.

The waiting list is maintained in the order of the oversubscription criteria. This means that names can move down the list if, e.g. someone moves into the area and is higher placed under the oversubscription criteria.

## Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing. You are required to fill out an appeals form, details of which can be found on the North East Lincolnshire Council website.

You can find details of the form and the appeals timetable on the following webpage:

<https://www.nelincs.gov.uk/schools-and-education/school-admissions/school-admissions-appeal/>

## Definitions

Children who have an **Education, Health and Care Plan (EHCP)** where the school is recorded in the plan.

These children will have undergone a statutory assessment of their special educational needs. Where a school is recorded in the plan the school must admit the child.

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).

### **Rules for Siblings**

Included in this factor are stepbrothers and sisters and half-brothers or sisters, adopted brothers or sisters, stepbrothers or sisters or the child of the parent/carer's partner living at the same address and who will be attending the academy at the expected time of admission. The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and other(s) is/are not. In the case of first admission to school the panel would have to have regard to Infant Class Size Legislation.

### **Rules for Residence**

On 31 December of the year before your child is due to start at the academy, your child must be living in the academy's catchment area. If you move to the academy's catchment area after this date, we will not consider your request until we have firm proof (documentary evidence) that you are about to move (for example, a solicitor's letter confirming that exchange of contracts has taken place or a rental agreement). We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given. Where parents have shared access to a child only one address can be accepted, parents must agree which address is to be used for the purposes of allocating a place. If parents cannot agree on an address the local authority will use the address to where the Child Benefit is paid.

Geographical Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Home Address is where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Sunday – Thursday.

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## **Humberston Church of England (voluntary controlled) Primary School Admissions Policy 2024-2025**

The school was founded to provide education for the children of the parish of Humberston. It is a school for the whole community whilst it seeks to offer a Christian based education to all children; grounded in the Diocesan vision of "excellence, exploration and encouragement within the love of God". The school values the involvement of all parents in supporting the school's Christian ethos. As a Church of England school, we hold regular Christian collective worship and festivals, both in school and in Church.'

If the number of applications for places at the school is higher than the Published Admission Number (PAN) set for the school, applications will be considered against the criteria set out below. After the admission of children with an Education, Health

and Care Plan (EHCP) where the school is recorded in the plan, we will use the following factors, in priority order, to decide which children will be given places. **(In addition, please note that we will always give priority to those who have actually applied for places over those who fulfil any of the criteria but have not actually made an application.)**

1 Looked after children (children in public care) or a child who was previously looked after.

2 Living in the catchment area.

3 Having brothers or sisters who are already at the school when your child is due to start there.

4 The last factor is geographical. We will give priority to those living nearest to the school (if there is more than one route, the distance measured is the shortest available safe route for pedestrians), from the front door of the child's home address (including flats) to the main entrance of the school, using the local authority's computerised measuring system. If you would like more information or have any specific queries in relation to this you can contact the Schools Admissions Team.

Criteria 4 is also used as a tie-breaker. Whenever two children have the same priority based on criteria 2 or 3, for example, then the child who lives closest to the school will be given the higher priority.

**It is really important to note that attending a school nursery or pre-school setting on a school site does not give you any priority for a place in that primary/infant school.**

## **Notes**

### **Children who have an education, health and care plan (EHCP) where the school is recorded in the plan**

These children will have undergone a statutory assessment of their special educational needs. Where a school is recorded in the plan, the school must admit the child.

#### **1. Looked after children**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] 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).

#### **2. Rules for residence (catchment)**

On 31 December of the year before your child is due to go to primary/secondary school, your child must be living in the school's catchment area. If you move to a school's catchment area after this date, we will not consider your request until we have firm proof (documentary evidence) that you are about to move (for example, a solicitor's letter confirming that exchange of contracts has taken place or a rental agreement). We have the right to investigate whether you live at the address you say

you do and we may change any offer if incorrect information has been given. Where parents have shared access to a child only one address can be accepted, parents must agree which address is to be used for the purposes of allocating a school place. If parents cannot agree on an address the local authority will use the address to where the Child Benefit is paid.

### **3. Rules for siblings**

Included in this factor are brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters or the child of the parent/carer's partner living at the same address and who will be attending the school / academy at the expected time of admission. In the event of two applications for one vacancy using the above criteria, the authority will apply a tie breaker decision based on geographical distance. The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and the other(s) is/are not.

### **Appeals**

If we cannot meet your school preference you can appeal against the decision to an independent appeals panel.

### **Waiting lists**

If your child is refused admission to a school, your child's name will be placed on the waiting list for that school. The waiting list for each school is based on the published admission criteria and all children are kept on that list in order of the criteria for at least the first term of the academic year.

### **Fair Access Protocol**

North East Lincolnshire Local Authority has a Fair Access Protocol. The Fair Access Protocol ensures that unplaced children, especially the most vulnerable, are offered a place at a suitable school, academy or educational provision as quickly as possible. This includes admitting children above the Published Admission Number (PAN) to schools / academies that are already full.

### **Admission of children outside their normal age group**

Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group. In addition, the parents/carers of a 'summer born child', i.e. children born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday.

Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Primary and Secondary School Admissions Coordinated Schemes i.e. for entry into Year Reception (and Year 3 for junior schools) and secondary transfer to Year 7. All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school / academy, decision of the relevant admission authority and the best interests of the child.

If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a deferral form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school / academy which may not be successful.



It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in both primary school and on later transfer to secondary school.

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**Lisle Marsden Church of England Primary Academy Admissions Policy 2024-2025**

The academy was founded to provide education for children of the parish of St Augustine and St Marys and St James of Great Grimsby. It is an academy for the whole community seeking to offer a Christian based education for life in all its fullness, committed to excellence and enjoyment through learning, within an enabling environment that nurtures the potential and talents of all; empowering our children with wisdom, knowledge and skills, grounded in the Christian belief that everyone is created in the image and love of God. The academy values the involvement of all parents in supporting the school's Christian ethos. As a Church of England academy, we hold regular Christian collective worship and festivals, both in school and in Church. The governing body wishes to preserve the religious character of the academy, and therefore has taken this into account in determining the criteria for the allocation of places.

The academy is attended by children from 4+ to 11. Children are normally admitted in the September after their fourth birthday. 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 number and a policy of priorities. After the admission of pupils with an Education, Health and Care Plan (EHCP) where the school is recorded in the plan, we will use the following factors, in priority order, to decide which pupils will be given places. ***(In addition, please note that we will always give priority to those who have actually applied for places over those who fulfil any of the criteria but have not actually made an application.)***

For each cohort of admission these priorities are:

- A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] 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).
- Up to 10 places are reserved for the children of parents who are regular worshippers at a member church of 'Churches together in Britain and Ireland'. Up to five of these will be the children of members of Anglican Churches. (Parents are asked to supply to the school the name and address of the Priest or Minister from whom a reference should be sought).

- Children living in the catchment area. For Reception pupils entering the academy the child must be living in the catchment area on the 31 December the year before starting primary school.
- Children who will have a brother or sister in the academy at the time of the proposed admission. (This criterion refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address).
- Children of staff at the Academy - either (a) where a member of staff has been employed by the Academy for two or more years at the time the application for admission is made or (b) where a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- Four places are reserved for the children of parents who are practising members of a faith other than Christianity. (A supporting letter from the appropriate religious leader is required).
- Others – any remaining places will be allocated according to the nearest distance of residence from the academy, along the public highway.
- (Distance will be measured (by the shortest walking route) from the front door of the child's home address (including flats) to the main entrance of the academy, using the Local Authority's computerised measuring system, with those living closer to the academy receiving the higher priority).
- Places at the academy will be allocated, and applicants informed of the outcome, on National Offer Day, proceeding the September for which admission is sought. If applications for first admission to primary school exceed the number of places available, the admissions criteria will be strictly applied.
- In the case of older children who apply to join the academy, admission will be on the basis of a place being available in the relevant class and age group. If there are more applicants than places available, the above criteria will apply.
- Parents have a legal right to appeal against a decision not to admit a child to the academy. The Head Teacher will be happy to provide information about this on request. Appeals should be addressed to the Clerk of Independent Appeals Panels, Legal Services, Municipal Offices, Town Hall Square, Grimsby, North East Lincolnshire DN31 1HU.

### **Admission of children outside their normal age group**

- Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group. In addition, the parents/carers of a 'summer born child', i.e. children born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday.

- Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Primary School Admissions Coordinated Schemes i.e. for entry into Year Reception. All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school/academy, decision of the relevant admission authority and the best interests of the child.
- If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a deferral form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school / academy which may not be successful.
- It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in both primary school and on later transfer to secondary school.

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### **New Waltham Academy Admissions Policy 2024-2025**

If the number of applications for places at the school is higher than the Published Admission Number (PAN) set for the school, applications will be considered against the criteria set out below. After the admission of children with an Education, Health and Care Plan (EHCP) where the school is recorded in the plan, we will use the following factors, in priority order, to decide which children will be given places. **(In addition, please note that we will always give priority to those who have actually applied for places over those who fulfil any of the criteria but have not actually made an application.)**

Looked after children - children in public care or a child who was previously looked after.

Having brothers or sisters who are already at the school.

Living in the catchment area.

Children of Staff Attending the school's Nursery

The last factor is geographical. We will give priority to those living nearest to the school (if there is more than one route, the distance measured is the shortest available safe route for pedestrians), from the front door of the child's home address (including flats) to the main entrance of the school, using the local authority's computerised measuring system. The admissions transfer letter will give you more information or you can contact the Schools Admissions Team for more advice.

The last criteria is also used as a tie-breaker. Whenever two children have the same priority based on any of the higher criteria the child who lives closest to the school will be given the higher priority.

### **Notes**

**Children who have an Education, Health and Care Plan (EHCP)** where the school is recorded in the plan These children will have undergone a statutory assessment of their special educational needs. Where a school is recorded in the plan, the school must admit the child.

**Looked After Children and Previously Looked after Children** The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

**Rules for siblings** Included in this factor are brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters or the child of the parent/carer's partner living at the same address and who will be attending the school / academy at the expected time of admission. In the event of two applications for one vacancy using the above criteria, the authority will apply a tie breaker decision based on geographical distance. The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and the other(s) is/are not.

**Rules for residence (catchment)** On 31 December of the year before your child is due to go to primary/secondary school, your child must be living in the school's catchment area. If you move to a school's catchment area after this date, we will not consider your request until we have firm proof (documentary evidence) that you are about to move (for example, a solicitor's letter confirming that exchange of contracts has taken place or a rental agreement). We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given. Where parents have shared access to a child only one address can be accepted, parents must agree which address is to be used for the purposes of allocating a school place. If parents cannot agree on an address the local authority will use the address to where the Child Benefit is paid.

**Children of staff at the school** a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

**Nursery** A child must be attending the Academy's Nursery at the time of application.

**Appeals** If we cannot meet your school preference you can appeal against the decision to an independent appeals panel.

**Admission of children outside their normal age group** Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group. In addition, the parents/carers of a 'summer born child', i.e. children born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday.

Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Primary and Secondary School Admissions Coordinated Schemes i.e. for entry into Year Reception (and Year 3 for junior schools) and secondary transfer to Year 7. All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school / academy, decision of the relevant admission authority and the best interests of the child.

If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a deferral form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school / academy which may not be successful.

It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in both primary school and on later transfer to secondary school.

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## **OLD CLEE PRIMARY ACADEMY ADMISSION POLICY 2024-2025**

### **The Academy Ethos**

We are a nurturing, safe, friendly Academy, rooted in strong moral values; we strive to reach the highest standards, equip children with a love of learning, high aspirations and expectations, which lie at the heart of school life. We support children to develop confidence, self esteem and respect. We work fully, inclusively and respectfully with our parents who are the heart of our community and hold us in high regard.

The governing body welcomes children regardless of aptitude or ability.

We will always give priority to those who have actually applied for a place over those who fulfil any of the criteria but have not actually applied.

If the number of applications for places at the Academy is higher than the admission number set for that year group, we will use the following factors, in priority order, to decide which students will be given places. **After the admission of pupils with an Education, Health and Care plan (EHCP) where Old Clee Primary Academy is recorded in the plan, we will use the following factors, in priority order, to decide which pupils will be given places.**

1. Looked after children (children in public care) or a child who was previously looked after.
2. Having brothers or sisters who are already at the academy when your child is due to start there.
3. Living in the catchment area.
4. Geographical. We will give priority to those living nearest to the Academy (if there is more than one route, the distance measured is the shortest available safe route for pedestrians), from the front door of the child's home address (including flats) to the main entrance of the academy, using the local authority's computerised measuring system.

Criteria 4 is also used as a tie-breaker. Whenever two people have the same priority based on criteria 2 or 3 then the child who lives closest to the academy will be given the higher priority.

## **Notes**

### **Children who have an Education, Health and Care Plan (EHCP) where the Academy is recorded in the plan.**

These children will have undergone a statutory assessment of their special educational needs. Where a school is recorded in the plan the school must admit the child.

### **Looked after children**

The definition of a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] 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).

### **Rules for Siblings**

Included in this factor are stepbrothers and sisters and half-brothers or sisters, adopted brothers or sisters, stepbrothers or sisters or the child of the parent/carer's partner living at the same address and who will be attending the academy at the expected time of admission. The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and other(s) is/are not. In the case of first admission to the Academy the panel would have to have regard to Infant Class Size Legislation.

### **Rules for Residence**

On 31 December of the year before your child is due to start at the Academy, your child must be living in the Academy's catchment area. If you move to the Academy's catchment area after this date, we will not consider your request until we have firm proof (documentary evidence) that you are about to move (for example, a solicitor's letter confirming that exchange of contracts has taken place or a rental agreement). We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given. Where parents have shared access to a child only one address can be accepted, parents must agree which address is to be used for the purposes of allocating a place. If parents cannot agree on an address the local authority will use the address to where the Child Benefit is paid.

### **Geographical**

Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the Academy, using the Local Authority's computerised measuring system, with those living closer to the Academy receiving the higher priority.

### **Appeals against a decision not to admit a child to the academy**

Parents have a legal right to appeal against a decision not to admit a child to the Academy. The Academy will be happy to provide information about this on request.

### **Admission of children outside their normal age group**

Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group. In addition, the

parents/carers of a 'summer born child', i.e. children born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday. Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Primary School Admissions Coordinated Schemes i.e. for entry into Year Reception. All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school / Academy, decision of the relevant admission authority and the best interests of the child. If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a deferral form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school / Academy which may not be successful. It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in both primary school and on later transfer to secondary school

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## **ORMISTON SOUTH PARADE PRIMARY ACADEMY ADMISSION POLICY 2024-2025**

This policy is designed to ensure there is an open and fair admissions procedure for all applicants and to help guide parents and their children through the application process. The academy's admissions arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other academy policies do not discourage parents from applying for a place for their child.

1.1.1. This policy details the academies arrangements for admissions and will apply to all admissions from 1 September 2024 to 31 August 2025. This includes in-year admissions within this period.

1.1.2. Parents are encouraged to visit the academy with their child if they are planning to apply for a place. We have a number of open days during the year, these will be publicised on our website [www.osparade.co.uk](http://www.osparade.co.uk) Arrangements for visits outside these dates can be made through the academy office 01472 231659.

1.1.3. The Academy Trust will consult on the admissions arrangements at least once every seven years or if there are proposed changes to the admission arrangements which require consultation.

1.1.4. This policy is consistent with all other policies adopted by OAT / the academy and is written in line with current legislation and guidance.

### **1.2. Monitoring and review**

1.2.1. This policy will be reviewed annually or in the following circumstances:

- Changes in legislation and / or government guidance
- As a result of any other significant change or event
- As the result of a decision of an Adjudicator
- In the event that the policy is determined not to be effective

1.2.2. If there are urgent concerns these should be raised to the Academy Admissions Officer on 01472 231659 in the first instance for them to determine whether a review of the policy is required in advance of the review date.

## **2. Academy admissions**

2.1. The academy admits students between the ages of 2 and 11 years. The main intakes are:

- Early years comprising of Pre-school (2-3 years) and Nursery/Foundation 1 (3-4 years)
- Primary comprising of Reception/Foundation 2 (4-5 years) Key Stage 1 and 2 (5-11years)

2.2. We encourage entry at the academy's main intake time so as to aid academic progression without interruption, however, applications are welcome for entry in any year, providing places are available.

## **2.3. Definitions**

2.3.1. The academy uses the following definitions when applying this policy:

## **2.4. Distance**

2.4.1. This is the straight line distance between the academy main gate and the child's home address (front door).

2.4.2. The distance will be measured using the NELC computerized measuring system. Where two dwellings with the same front entrance the closest dwelling to the front door (lower floor and counting clockwise) will be regarded as being closer to the academy.

## **2.5. Dual address**

2.5.1. Where a child lives at two different addresses, the 'home' address will be determined as the address at which the child resides for the majority of school nights. School nights are Sunday night to Thursday night inclusive. In a case where the child spends an equal number of school nights at each address, then the address where the child benefit is paid will be used. Where no child benefit is claimed the address used to register the child with a doctor will be used.

## **2.6. Catchment area**

2.6.1. Please refer to North East Lincolnshire School Admission Arrangements 2024-2025.

## **2.7. Siblings**

2.7.1. A sibling is defined as:

- A brother or sister (including half brothers or sisters) who shares one or both parents, whether or not resident in the same household
- A step-brother or sister where the two children are related by a parent's marriage
- An adopted or foster child living in the same household under the terms of the resident's order
- Another child living in the same household where the adult has parental responsibility

2.7.2. In the case of twins or other children from multiple births (two or more siblings in one year group) and where only one place is available, the application will be considered together as one application.



## **2.8. Eligibility criteria**

2.8.1. Entry to the academy is subject to the regulations regarding nationality, residency status and eligibility to study in the United Kingdom. Students / pupils are eligible to be admitted to the academy if:

- They are British citizens and / or EU nationals
- They are a non-EU national that has –
- ‘Exceptional’ or ‘Indefinite Leave to Remain’ in this country
- Refugee status

## **2.9. Waiting list**

2.9.1. If the number of applicants exceeds the number of places available, children who have been refused a place will be automatically placed on a waiting list unless there is a specific request that this should not happen. The child may gain entry to the academy if a place becomes available.

2.9.2. The academy will maintain a waiting list until 31 December following the main academy intake. Each added child will require the list to be ranked again in line with the academy’s oversubscription criteria in which the application was originally considered. Priority will not be given to children based on the date their application was received or the date when they were added to the list.

## **2.10. Withdrawal of a place**

2.10.1. The academy will only withdraw an offer of a place if:

- The place was offered in error
- Acceptance of the place was not received in a reasonable period of time
- The offer was obtained through a fraudulent or intentionally misleading application (the academy may request evidence to ensure the child meets the admissions criteria) – if this occurs the application will be considered afresh

2.10.2. The academy will not withdraw the place if the student has started at the academy unless the place was obtained fraudulently. If this is the case then the academy will decide whether to withdraw the place based on the circumstances including the length of time the child has been at the academy.

## **2.11. Determining arrangements and consultation**

2.11.1. Admissions arrangements will be set annually, this will happen even if there are no changes from previous years and a consultation is not required.

2.11.2. If the academy changes any significant aspect of the admissions procedure then OAT will be informed prior to making changes and beginning the consultation process. Any significant changes proposed by the academy must be approved by OAT.

2.11.3. The academy will consult on admissions arrangements when changes to the academies’ arrangements are proposed (no consultation is required for an increase in PAN or changes to ensure compliance with the admissions regulations). Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that we must consult on our admission arrangements at least once every seven years, even if there have been no changes during that period.

2.11.4. We will publish any consultation for admissions on our website and notify appropriate stakeholders. If there are any substantive responses to the academy’s consultation then these will be sent to OAT. Any subsequent changes will be made in consultation with OAT.

2.11.5. Once our admissions arrangements have been determined we will notify the appropriate bodies and publish a copy of the determined arrangements on our website.

## **2.12. Admission of children outside their normal age group**

2.12.1. Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. If parents wish to do this they must contact, in the first instance, the Academy Principal. Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.

2.12.2. The decision whether a child is admitted outside of their normal age group will be made on a case by case basis by the academy's governing body. A panel of at least three governors will consider the admission request based on the student's:

- Academic ability
- Social and emotional development
- Views of the parents and principal; and
- Any additional relevant information available

2.12.3. The panel will have to be satisfied that the child would be able to cope with the work of the year applied for **and** that the student would be able to cope with the personal development whilst being with a year group who are of a different age. In order to support any application parents will need to submit evidence to demonstrate that the admission into a different year group is in the best interests of the child.

2.12.4. Once the governing body has made a decision the child can then apply to the academy using the process detailed in this policy. Parents have a statutory right to appeal against the refusal of a place however this right does not apply if the child is offered a place at the academy but it is not in their preferred age group.

## **2.13. Complaints about admissions arrangements**

2.13.1. Any person, or body, can make an objection to the Schools Adjudicator when they consider the academy's arrangements are unlawful, or not in compliance with the School Admissions Code / relevant legislation relating to admissions.

2.13.2. Complaints about the appeals panel can be made to the Secretary of State.

## **3. Early year's admissions**

Please refer to our Early year's admissions policy.

## **4. Primary admissions**

The process detailed in this section is for admissions for primary admissions. For further information on this process please contact Academy Admissions Officer on 01472 231659

#### **4.1. Number of spaces (PAN)**

- 4.1.1. The academy has an agreed admission number of 75 per year. Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the academic year) will not contain more than 30 pupils with a single teacher unless they are admitted under limited exceptional circumstances as detailed in the admissions code.

#### **4.2. Application process**

- 4.2.1. To apply you need to complete the local authority's (LA) common application form (CAF) and submit this directly to the LA by the deadline, 15 January. The CAF and all guidelines can be found on the North East Lincolnshire website, (see link below)

[www.nelincs.gov.uk/schools-and-education/school-admissions/apply-for-a-school-place/](http://www.nelincs.gov.uk/schools-and-education/school-admissions/apply-for-a-school-place/)

- 4.2.2. All offers of primary places will be made through the local authority (LA). The academy will not contact parents about the outcome of their application until the offer from the local authority has been received. All offers will be made on the primary national offer day (16 April or the next working day).
- 4.2.3. By law, children must start statutory full-time education at the beginning of the term following their fifth birthday. Where admission is offered prior to compulsory age, parents may defer their child's entry until later in the academic year.
- 4.2.4. Children born between 1 September and the end of February may start full-time no earlier than the beginning of the autumn term before their fifth birthday.
- 4.2.5. Children born between 1 March and 31 August, may start part-time (mornings only) no earlier than the beginning of the autumn term before their fifth birthday and full-time at the beginning of the spring term before their fifth birthday.
- 4.2.6. Our admissions policy allows / does not allow children to start at the academy earlier than the law requires. However, the law also allows parents to ask for their child to be admitted but lets them delay the start date until later in the academic year. All children must start at the academy by the beginning of the term following their fifth birthday and the place must be taken up by the start of the summer term. If a request is made to defer the entry date for a child then the entry the place will be held and will not be offered to another child.

#### **4.3. Selection criteria**

- 4.3.1. If the number of applications is less than the number of spaces then all children will be offered places.

#### **4.4. Oversubscription criteria**

- 4.4.1. If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

- 4.4.1.1. Looked after children and those who were previously looked after but immediately after being looked after was adopted or became subject to a child arrangements order or special guardianship order. A Looked After Child is either a child who is in the care of a local authority, or being provided with accommodation by a local authority in

the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989); or, 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. Previously Looked After Children are those who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements order or special guardianship order.

4.4.1.2. Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

4.4.1.3. Living in the catchment area as defined by the local authority.

4.4.1.4. Other children by distance from the school, with priority for admission given to children who live nearest to the school as measured by using Ordnance Survey data to plot an address in this system. Distances are measured from the main entrance of the child's home to the main entrance of the school as specified in the school information pack.

4.4.2. Random allocation will be used as a tie-break in category '3' above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

#### **4.5. In-year admissions**

4.5.1. Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year and are dealt with in accordance with the local authority's Fair Access Protocol. In-year admissions forms can be obtained from NELC or the Academy office.

4.5.2. Students included in the Fair Access Protocol will take precedence over those held on the waiting list. Once a student has been identified for admission to the academy under the Fair Access Protocol the academy will notify the local authority within seven calendar days of the decision to accept or refuse the student's admission.

4.5.3. If the academy refuses entry, the local authority may request a direction from the Education Funding Agency (on behalf of the Secretary of State). The academy will set out its reasons for refusal in writing to the local authority within 15 calendar days (for CLA this is reduced to seven calendar days) and may make further representations directly to the EFA (these will be made within seven calendar days). The decision of the Secretary of State will be binding upon the academy.

#### **4.6. Unsuccessful applications**

4.6.1. The academy will inform the child's parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.

4.6.2. A timetable for organising and hearing appeals will be set and published on the academy's website by 28 February each year for the normal admissions round. The academy will inform OAT of any admissions appeals.

4.6.3. A child is allowed to be on the academy waiting list while lodging an appeal and the appeal will not affect their position on the list.

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### **Pilgrim Academy Admission Policy 2024-2025**

The published admission number (PAN) for 2024 - 2025 is: Reception – 45.

As a constituent academy within the Multi-Academy Trust, Pilgrim insists on the highest standards of behaviour and diligence. Governors expect full compliance with the dress code.

Pilgrim, as a non-selective and inclusive Academy, welcomes children regardless of their aptitude or ability. The Board of the Multi Academy Trust is the Admissions Authority with the Local Governing Body responsible for the administration of the admission arrangements. The Board remains responsible for any appeals.

If the number of applications for places at the Academy is greater than the admission number set for that year group, applications will be considered against the criteria set out below. After the admission of children with Education Health Care Plan (EHCP), where the Academy is recorded in the Plan, we will use the following factors, in priority order, to decide which students will be given places:

- 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 Pupils with brothers or sisters who are already at the Academy
- 3 Pupils whose main residence is within the catchment area as set by North East Lincolnshire County Council. Addresses are identified in Appendix A.
- 4 Attending Pilgrim Academy Nursery which is a member of Tollbar Multi Academy Trust
- 5 Children of staff employed by the Pilgrim Academy.
- 6 Proximity to the Academy.

Criterion 6 may be used as a tie-breaker.

#### **Tie-breaker**

Distance will be used as a tie-breaker if any of the categories are oversubscribed are there are not sufficient places available. If two or more children are tied for the last place based on proximity to the Academy, a lottery will be drawn by an independent person, not employed by the Academy or working in Children's Service Directorate at the local authority.

#### **Definitions of terms used in the admission arrangements**

**Notes: Children who have Educational Health Care Plan and where the Academy is recorded in the Education Health Care Plan (EHCP)**

These children will have undergone a statutory assessment of their special educational needs. Where an Academy is recorded in the EHCP, the Academy must admit the child.

## **1 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).

## **2 Siblings**

Included in this factor are biological siblings, stepbrothers and sisters, half-brothers and sisters and foster brothers and sisters living at the same address and who will be attending the Academy at the expected time of admission.

### **Twins and other Siblings from a Multiple Birth**

If twins or multiple birth children are split by operation of the oversubscription criteria, the Academy will 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.

### **Siblings in the Same Year Group**

If brothers and sisters in the same year group are split by operation of the oversubscription criteria, the Academy will 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 Rules for Residence**

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 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 both addresses during term time, they can choose which address to use on the application. If the parents cannot agree on the address to be used we will use the address where child benefit is paid. If a parent has more than one home, we will take as the home address the address where the parent and child normally live for the majority of the school term time.

We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given.

### **4 Rules for Nursery School**

A child must be attending the Pilgrim Nursery at the time of application which is a member of the Multi Academy Trust.

### **5 Children of staff at the Academy**

This applies

Where a member of staff (both teaching and support staff) has been employed Louth Academy for two or more years at the time the application for admission is made.

Or where a member of staff (both teaching and support staff) is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### **6 Distance**

Distance will be measured by the shortest and safest walking route from the front door of the child's home address (including flats) to the main entrance of the Academy, using the Local Authority's computerised measuring system, with those living closer to the Academy receiving the higher priority.

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 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 both addresses during term time, they can choose which address to use on the application.

If a parent has more than one home, we will take as the home address the address where the parent and child normally live for the majority of the school term time.

In the event of more than one child living the exact same safest walking distance then each child will be admitted.

### **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 Academy'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 currently live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the Academy for more details.

For late co-ordinated 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 Academy'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 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.

### **Appeals against a decision not to admit a child to the Academy**

Parents have a legal right to appeal against a decision not to admit a child to the Academy. The Academy will be happy to provide information about this on request.

### **Admission of children outside their normal age group**

In reference to paragraph 2.17 of the School Admissions Code, if a parent requests their child to be admitted outside of their normal age group, the admissions authority will decide on the basis of the circumstances provided.

Parents wishing to make this request should contact the Multi Academy Trust 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.



Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

This may 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 Principal.

### **Waiting Lists**

The Academy will operate a waiting list for at least the first term of the academic year of admission. Children's position on a waiting list will be determined solely in accordance with the published oversubscription criteria.

Where places become vacant they will be allocated to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant or someone leaves the waiting list.

### **Fair Access Protocol**

The Government has stated that all Local Authorities must have a Fair Access agreement that allows unplaced children, especially the most vulnerable, to be offered a place at a suitable school as quickly as possible.

### **Fraudulent or Misleading Applications**

As an admission authority for the Academy, the Trust has the right to investigate any concerns it has about an application and to withdraw the offer of a place if it is found there is evidence that parents have made a fraudulent claim or provided misleading information such as a false address.

The Trust reserves the right to check any information provided so that it can apply the oversubscription criteria accurately and fairly.

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## **Reynolds Academy Admission Policy 2024-2025**

The published admission number (PAN) for 2024 - 2025 is: Reception – 60.

As a constituent academy within the Multi Academy Trust, Reynolds Academy insists on the highest standards of behaviour and diligence. Governors expect full compliance with the dress code.

Reynolds, as a non-selective and inclusive Academy, welcomes children regardless of their aptitude or ability. The Board of the Multi Academy Trust is the Admissions Authority with the Local Governing Body responsible for the administration of the admission arrangements. The Board remains responsible for any appeals.

If the number of applications for places at the Academy is greater than the admission number set for that year group, applications will be considered against the criteria set out below. After the admission of children with Education Health Care Plan (EHCP), where the Academy is named in the Plan, we will use the following factors, in priority order, to decide which students will be given places:

- 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 Pupils with brothers or sisters who are already at the Academy.
- 3 Pupils whose main residence is within the catchment area as set by North East Lincolnshire County Council. Addresses are identified in Appendix A.
- 4 Attending Reynolds Academy Nursery which is a member of Tollbar Multi Academy Trust.
- 5 Children of staff employed by Reynolds Academy.
- 6 Proximity to the Academy.

Criterion 6 may be used as a tie-breaker.

## **Definitions of terms used in the admission arrangements**

### **Notes: Children who have an Education Health Care Plan and where the Academy is recorded in the Education Health Care Plan (EHCP)**

These children will have undergone a statutory assessment of their special educational needs. Where an Academy is recorded in the EHCP, the Academy must admit the child.

#### **1 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).

## **2 Rules for Siblings**

Included in this factor are biological siblings, stepbrothers and sisters, half-brothers and sisters and foster brothers and sisters living at the same address and who will be attending the Academy at the expected time of admission.

### **Twins and other Siblings from a Multiple Birth**

If twins or multiple birth children are split by operation of the oversubscription criteria, the Academy will 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.

### **Siblings in the Same Year Group**

If brothers and sisters in the same year group are split by operation of the oversubscription criteria, the Academy will 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 Rules for Residence**

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 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 both addresses during term time, they can choose which address to use on the application. If the parents cannot agree on the address to be used we will use the address where child benefit is paid.

If a parent has more than one home, we will take as the home address the address where the parent and child normally live for the majority of the school term time.

We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given.

## **4 Rules for Nursery School**

A child must be attending the Reynolds Nursery at the time of application which is a member of the Multi Academy Trust.

## **5 Children of staff at the Academy**

This applies

Where a member of staff (Both teaching and support staff) has been employed Louth Academy for two or more years at the time the application for admission is made.

Or where a member of staff (Both teaching and support staff) is recruited to fill a vacant post for which there is a demonstrable skill shortage.

## **6 Distance**

Distance will be measured by the shortest and safest walking route from the front door of the child's home address (including flats) to the main entrance of the Academy, using the Local Authority's computerised measuring system, with those living closer to the Academy receiving the higher priority.

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 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 both addresses during term time, they can choose which address to use on the application.

If a parent has more than one home, we will take as the home address the address where the parent and child normally live for the majority of the school term time.

In the event of more than one child living the exact same safest walking distance then each child will be admitted.

### **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 Academy'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 currently live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the Academy for more details.

For late co-ordinated 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 Academy'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 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.

### **Appeals against a decision not to admit a child to the Academy**

Parents have a legal right to appeal against a decision not to admit a child to the Academy. The Academy will be happy to provide information about this on request.

### **Admission of children outside their normal age group**

In reference to paragraph 2.17 of the School Admissions Code, if a parent requests their child to be admitted outside of their normal age group, the admissions authority will decide on the basis of the circumstances provided.

Parents wishing to make this request should contact the Multi Academy Trust 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.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

This may 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 Principal.

### **Waiting Lists**

The Academy will operate a waiting list for at least the first term of the academic year of admission. Children's position on a waiting list will be determined solely in accordance with the published oversubscription criteria.

Where places become vacant they will be allocated to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant or someone leaves the waiting list.

## **Fair Access Protocol**

The Government has stated that all Local Authorities must have a Fair Access agreement that allows unplaced children, especially the most vulnerable, to be offered a place at a suitable school as quickly as possible.

## **Fraudulent or Misleading Applications**

As an admission authority for the Academy, the Trust has the right to investigate any concerns it has about an application and to withdraw the offer of a place if it is found there is evidence that parents have made a fraudulent claim or provided misleading information such as a false address.

The Trust reserves the right to check any information provided so that it can apply the oversubscription criteria accurately and fairly.

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## **Scartho Junior Academy Admissions Policy 2024-2025**

### **The Academy Ethos**

Scartho Junior Academy aim to ensure that all children finish every day eager to return, having engaged in learning and made progress through activities which are well matched, stimulating and 'develop a lifelong love of learning'. We expect the very best behaviour and work ethic from students and full compliance with the Academy uniform policy to instil pride in themselves and the Academy. Pupils are expected to have consideration for others, be polite and courteous and pursue the goal of maximising their potential.

The governing body welcomes children regardless of aptitude or ability.

We will always give priority to those who have actually applied for a place over those who fulfil any of the criteria but have not actually applied.

If the number of applications for places at the academy is higher than the admission number set for that year group, we will use the following factors, in priority order, to decide which students will be given places. After the admission of pupils with an Education, Health and Care Plan (EHCP) where Scartho Junior Academy is recorded in the plan, we will use the following factors, in priority order, to decide which pupils will be given places.

1. Looked after children (children in public care) or a child who was previously looked after.
2. Children who, at the time of application, are on roll in Year 2 at Scartho Infants School
3. Having brothers or sisters who are already at the academy when your child is due to start there.
4. Living in the catchment area.

5. Geographical. We will give priority to those living nearest to the Academy (if there is more than one route, the distance measured is the **shortest available safe route for pedestrians**), from the front door of the child's home address (including flats) to the main entrance of the academy, using the local authority's computerised measuring system.

Criteria 5 is also used as a tie-breaker. Whenever two people have the same priority based on criteria 3 or 4 then the child who lives closest to the academy will be given the higher priority.

### **Notes**

#### **Children who have an Education, Health and Care Plan (EHCP) where the school is recorded in the plan.**

These children will have undergone a statutory assessment of their special educational needs. Where a school is recorded in the plan the school must admit the child.

#### **Looked after children**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] 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).

#### **Children on roll at Scartho Infants School**

These pupils must be on roll at Scartho Infants School at the time of applying for a place in Scartho Academy, in line with the Local Authority's Scheme for transferring from infant to junior school.

#### **Rules for Siblings**

Included in this factor are stepbrothers and sisters and half-brothers or sisters, adopted brothers or sisters, stepbrothers or sisters or the child of the parent/carer's partner living at the same address and who will be attending the academy at the expected time of admission. The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and other(s) is/are not. In the case of first admission to school the panel would have to have regard to Infant Class Size Legislation.

#### **Rules for Residence**

On 31 December of the year before your child is due to start at the academy, your child must be living in the academy's catchment area. If you move to the academy's catchment area after this date, we will not consider your request until we have firm proof (documentary evidence) that you are about to move (for example, a solicitor's letter confirming that exchange of contracts has taken place or a rental agreement). We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given. Where parents have

shared access to a child only one address can be accepted, parents must agree which address is to be used for the purposes of allocating a place. If parents cannot agree on an address the local authority will use the address to where the Child Benefit is paid.

### **Geographical**

Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

### **Admission of children outside their normal age group**

Paragraph 2.18 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group. In addition, the parents/carers of a 'summer born child', i.e. children born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday.

Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Primary School Admissions Coordinated Schemes i.e. for entry into Year Reception (and Year 3 for junior schools). All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school / academy, decision of the relevant admission authority and the best interests of the child.

If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a deferral form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school / academy which may not be successful. It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in both primary school and on later transfer to secondary school.

### **Appeals against a decision not to admit a child to the academy**

Parents have a legal right to appeal against a decision not to admit a child to the academy. The academy will be happy to provide information about this on request.

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## **SIGNHILLS INFANT ACADEMY ADMISSION POLICY 2024-2025**

The Governors welcome applications from parents who fully subscribe to our ethos and are prepared to support us in our drive for ever improving provision and outcomes for our children.

### **The following groups of children must be admitted**



- I. Pupils with an Education, Health and Care Plan (EHCP) where Signhills Infant Academy is recorded in the plan
- II. II. Looked after children and previously looked after children

**Where there are more applications for places than places available, the following criteria for admission will be applied in the order set out below:**

- I. Pupils with siblings who are currently at Signhills Infant Academy or Signhills Academy.
- II. Children of staff employed at either Signhills Infant Academy or Signhills Academy.
- III. Pupils whose main residence is within the catchment area.
- IV. Proximity to the Academy.

Criterion IV may be used as a tie-breaker.

### **Appeals against a decision not to admit a child to the school**

Parents have a legal right to appeal against a decision not to admit a child to the Academy. The Academy will be happy to provide information about this on request.

### **Admission of children outside their normal age group**

Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group. In addition, the parents/carers of a 'summer born child', i.e. children born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday.

Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Primary School Admissions Coordinated Schemes i.e. for entry into Year Reception (and Year 3 for junior schools). All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school / academy, decision of the relevant admission authority and the best interests of the child.

If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a deferral form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school / academy which may not be successful.

It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in both primary school and on later transfer to secondary school.

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## **SIGNHILLS ACADEMY (JUNIOR) ADMISSION POLICY 2024-2025**

The Governors welcome applications from parents who fully subscribe to our ethos and are prepared to support us in our drive for ever improving provision and outcomes for our children.

### **The following groups of children must be admitted**

- I. Pupils with an Education, Health and Care Plan (EHCP) where Signhills Academy is recorded in the plan
- II. Looked after children and previously looked after children

**Where there are more applications for places than places available, the following criteria for admission will be applied in the order set out below:**

- I. Pupils transferring from Signhills Infant Academy
- II. Pupils with siblings who are currently at Signhills Infant Academy or Signhills Academy
- III. Children of staff employed at either Signhills Infant Academy or Signhills Academy.
- IV. Pupils whose main residence is within the catchment area.
- V. Proximity to the Academy.

Criterion V may be used as a tie-breaker.

### **Appeals against a decision not to admit a child to the school**

Parents have a legal right to appeal against a decision not to admit a child to the Academy. The Academy will be happy to provide information about this on request.

### **Admission of children outside their normal age group**

Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group. In addition, the parents/carers of a 'summer born child', i.e. children born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday.

Parents/carers who wish to make such a request should still make an application for their Signhills Common Policies Page 7 child's normal age group at the usual time in

line with the timescales set out in North East Lincolnshire Local Authority's Primary School Admissions Coordinated Schemes i.e. for entry into Year Reception (and Year 3 for junior schools). All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school / academy, decision of the relevant admission authority and the best interests of the child.

If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a deferral form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school / academy which may not be successful.

It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in both primary school and on later transfer to secondary school.

### **Definitions of terms used in the admission arrangements**

#### **1. Looked after children**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] 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)

#### **2. Children who have an Education, Health and Care Plan (EHCP) where the school is recorded in the plan**

Those children will have undergone a statutory assessment of their special educational needs. Where a school is recorded in the plan the school must admit the child.

#### **3. Rules for Siblings**

Included in this factor are stepbrothers and sisters and half-brothers and sisters living at the same address and who will be attending the school at the expected time of admission.

The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and other(s) is/are not. Generally the eldest will be given the place if a choice has to be made.

The pupil being admitted to either school should have a sibling at either school at the time of their admission.

#### 4. Rules for Residence

We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given.

#### 5. Children of staff at the Academy

Either (a) where a member of staff has been employed at the Academy for two or more years at the time the application for admission is made.

Or (b) where a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

#### 6. Distance

Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority

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### Stallingborough Church of England (voluntary controlled) Primary School Admissions Policy 2024-2025

The school was founded to provide education for the children of the parish of Stallingborough. It is a school for the whole community whilst it seeks to offer a Christian based education to all children; grounded in the Diocesan vision of "excellence, exploration and encouragement within the love of God". The school values the involvement of all parents in supporting the school's Christian ethos. As a Church of England school, we hold regular Christian collective worship and festivals, both in school and in Church.'

If the number of applications for places at the school is higher than the Published Admission Number (PAN) set for the school, applications will be considered against the criteria set out below. After the admission of children with an Education, Health and Care Plan (EHCP) where the school is recorded in the plan, we will use the following factors, in priority order, to decide which children will be given places. **(In addition, please note that we will always give priority to those who have actually applied for places over those who fulfil any of the criteria but have not actually made an application.)**

- 1 Looked after children (children in public care) or a child who was previously looked after.
- 2 Living in the catchment area.
- 3 Having brothers or sisters who are already at the school when your child is due to start there.

- 4 The last factor is geographical. We will give priority to those living nearest to the school (if there is more than one route, the distance measured is the shortest available safe route for pedestrians), from the front door of the child's home address (including flats) to the main entrance of the school, using the local authority's computerised measuring system. If you would like more information or have any specific queries in relation to this you can contact the Schools Admissions Team.

Criteria 4 is also used as a tie-breaker. Whenever two children have the same priority based on criteria 2 or 3, for example, then the child who lives closest to the school will be given the higher priority.

**It is really important to note that attending a school nursery or pre-school setting on a school site does not give you any priority for a place in that primary/infant school.**

### **Notes**

#### **Children who have an education, health and care plan (EHCP) where the school is recorded in the plan**

These children will have undergone a statutory assessment of their special educational needs. Where a school is recorded in the plan, the school must admit the child.

#### **1. Looked after children**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] 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).

#### **2. Rules for residence (catchment)**

On 31 December of the year before your child is due to go to primary/secondary school, your child must be living in the school's catchment area. If you move to a school's catchment area after this date, we will not consider your request until we have firm proof (documentary evidence) that you are about to move (for example, a solicitor's letter confirming that exchange of contracts has taken place or a rental agreement). We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given. Where parents have shared access to a child only one address can be accepted, parents must agree which address is to be used for the purposes of allocating a school place. If parents cannot agree on an address the local authority will use the address to where the Child Benefit is paid.

#### **3. Rules for siblings**

Included in this factor are brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters or the child of the parent/carer's partner living at the same address and who will be attending the school / academy at the expected time of admission. In the event of two applications for one vacancy using the above criteria, the authority will apply a tie breaker decision based on geographical distance. The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and the other(s) is/are not.

### **Appeals**

If we cannot meet your school preference you can appeal against the decision to an independent appeals panel.

### **Waiting lists**

If your child is refused admission to a school, your child's name will be placed on the waiting list for that school. The waiting list for each school is based on the published admission criteria and all children are kept on that list in order of the criteria for at least the first term of the academic year.

### **Fair Access Protocol**

North East Lincolnshire Local Authority has a Fair Access Protocol. The Fair Access Protocol ensures that unplaced children, especially the most vulnerable, are offered a place at a suitable school, academy or educational provision as quickly as possible. This includes admitting children above the Published Admission Number (PAN) to schools / academies that are already full.

### **Admission of children outside their normal age group**

Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group. In addition, the parents/carers of a 'summer born child', i.e. children born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday.

Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Primary and Secondary School Admissions Coordinated Schemes i.e. for entry into Year Reception (and Year 3 for junior schools) and secondary transfer to Year 7. All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school / academy, decision of the relevant admission authority and the best interests of the child.

If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a deferral form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school / academy which may not be successful.

It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in both primary school and on later transfer to secondary school.

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**William Barcroft Junior School  
Admission Policy for the 2024-25 Academic Year**

We seek to inspire greatness in every child and to equip them with the academic achievements, life skills and personal attributes to lead happy, safe, successful lives.

The school has a Published Admission Number (PAN) of 90 for the entry year. If the number of applications for places at the school is higher than the Published Admission Number (PAN) set for the school, applications will be considered against the criteria set out below. After the admission of children with an education, health and care plan (EHCP) where the school is recorded in the plan, we will use the following factors, in priority order, to decide which children will be given places. **(In addition, please note that we will always give priority to those who have actually applied for places over those who fulfil any of the criteria but have not actually made an application.)**

- 1 Looked after children (children in public care) or a child who was previously looked after.
- 2 Children who, at the time of application, are on roll in Year 2 at Queen Mary Avenue Infants and Nursery School
- 3 Living in the catchment area.
- 4 Having brothers or sisters who are already at the school when your child is due to start there.
- 5 The last factor is geographical. We will give priority to those living nearest to the school (if there is more than one route, the distance measured is the shortest available safe route for pedestrians), from the front door of the child's home address (including flats) to the main entrance of the school, using the local authority's computerised measuring system. If you would like more information or have any specific queries in relation to this you can contact the Schools Admissions Team.

Criteria 5 is also used as a tie-breaker. Whenever two children have the same priority based on criteria 5.3 or 5.4, for example, then the child who lives closest to the school will be given the higher priority.

**Notes Children who have an education, health and care plan (EHCP) where the school is recorded in the plan**

These children will have undergone a statutory assessment of their special educational needs. Where the school is recorded in the plan, the school must admit the child.

### **Looked after children**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] 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).

### **Children on roll at Queen Mary Avenue Infants and Nursery School**

These pupils must be on roll at the school at the time of applying for a place in William Barcroft Junior School, in line with the Local Authority's Scheme for transferring from infant to junior school.

### **Rules for residence (catchment)**

On 31 December of the year before your child is due to attend the school, your child must be living in the school's catchment area. If you move to a school's catchment area after this date, we will not consider your request until we have firm proof (documentary evidence) that you are about to move (for example, a solicitor's letter confirming that exchange of contracts has taken place or a rental agreement). We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given. Where parents have shared access to a child only one address can be accepted, parents must agree which address is to be used for the purposes of allocating a school place. If parents cannot agree on an address the local authority will use the address to where the Child Benefit is paid.

### **Rules for siblings**

Included in this factor are brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters or the child of the parent/carer's partner living at the same address and who will be attending the school at the expected time of admission. In the event of two applications for one vacancy using the above criteria, the authority will apply a tie breaker decision based on geographical distance. The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and the other(s) is/are not.



## **Appeals**

If we cannot meet your school preference you can appeal against the decision to an independent appeals panel.

## **Waiting lists**

If your child is refused admission to the school, your child's name will be placed on the waiting list. The waiting list is based on the published admission criteria and all children are kept on that list in order of the criteria for at least the first term of the academic year.

## **Fair Access Protocol**

North East Lincolnshire Local Authority has a Fair Access Protocol. The Fair Access Protocol ensures that unplaced children, especially the most vulnerable, are offered a place at a suitable school, academy or educational provision as quickly as possible. This includes admitting children above the Published Admission Number (PAN) to schools that are already full.

## **Admission of children outside their normal age group**

Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group. In addition, the parents/carers of a 'summer born child', i.e. children born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday.

Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Primary and Secondary School Admissions Coordinated Schemes i.e. for entry into Year Reception (and Year 3 for junior schools) and secondary transfer to Year 7. All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school, decision of the relevant admission authority and the best interests of the child.

If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a deferral form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school which may not be successful.

It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in both primary school and on later transfer to secondary school.

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## **Appendix 7**

### **How to access OfSTED and Performance Table information**

This can be accessed in several ways:

1. OfSTED reports and dates of future inspections are available from the following:
  - <http://reports.ofsted.gov.uk> (or via [www.gov.uk](http://www.gov.uk))
  - Direct from the school concerned
2. The performance league tables are available from:
  - [www.gov.uk/schools/performance/](http://www.gov.uk/schools/performance/)

## **Appendix 8**

### **School Term Dates**

Please note some schools in North East Lincolnshire may set their own term dates which may not be the same as the ones published below. These will be placed on North East Lincolnshire Council's website as and when received [www.nelincs.gov.uk](http://www.nelincs.gov.uk)

### North East Lincolnshire School Term Dates 2024 - 2025

TERM	YEAR	OPEN	CLOSE
1	2024	Wednesday 4 September	Friday 18 October
2		Tuesday 29 October	Thursday 19 December
<b>Bank Holidays – Wednesday 25 December, Thursday 26 December 2024, Wednesday 1 January 2025</b>			
3	2025	Monday 6 January	Friday 14 February
4		Monday 24 February	Friday 4 April
<b>Bank Holidays – Friday 18 April, Monday 21 April 2025</b>			
5	2025	Tuesday 22 April	Friday 23 May
<b>Bank Holidays – Monday 5 May, Monday 26 May 2025</b>			
6	2025	Tuesday 3 June	Tuesday 22 July

**Teacher Training Days:** The above dates represent the statutory requirement for schools to be open for **190 days** for pupils. Schools will need to identify a further **5 training days outside** the dates shown.

## Appendix 9 - Useful contacts and websites

### School Admissions

Information and advice to parents / carers on:

- Admissions to schools
- Admission appeals
- School term dates

Contact:

General enquiries: [schooladmissions@nelincs.gov.uk](mailto:schooladmissions@nelincs.gov.uk) (01472) 326291 (Option 4)

Website: [www.nelincs.gov.uk/children-families-and-schools/schools-and-education/school-admissions/](http://www.nelincs.gov.uk/children-families-and-schools/schools-and-education/school-admissions/)

### Home to School Transport

Information and advice to parents / carers relating to home to school transport

- Information on transport eligibility
- Bus passes
- Provisions of transport for children with special educational needs

Contact:

General enquiries: [schooltransport@nelincs.gov.uk](mailto:schooltransport@nelincs.gov.uk) (01472) 326291 (Option 2)

Website: [www.nelincs.gov.uk/children-families-and-schools/schools-and-education/school-transport/](http://www.nelincs.gov.uk/children-families-and-schools/schools-and-education/school-transport/)

### Education Welfare Service

Information to parents on school attendance related issues including:

<p>Contact:</p>	<ul style="list-style-type: none"> <li>• Attendance at school</li> <li>• Signpost support to other agencies</li> <li>• Advice on child employment</li> <li>• Advice on child entertainment</li> <li>• Chaperone licences</li> </ul> <p>General enquiries: <a href="mailto:ews@nelincs.gov.uk">ews@nelincs.gov.uk</a> (01472) 326291 (Option1)  Website: <a href="http://www.nelincs.gov.uk/children-families-and-schools/schools-and-education/attendance-and-fixed-penalty-notices/">www.nelincs.gov.uk/children-families-and-schools/schools-and-education/attendance-and-fixed-penalty-notices/</a></p>
<p><b>Special Educational Needs and Review Team</b></p> <p>Contact:</p>	<p>Information and advice to parents on matters relating to the identification and assessment of pupils with special educational needs including:</p> <ul style="list-style-type: none"> <li>• Statutory assessment procedures</li> <li>• Education, health and care plans</li> <li>• Annual review</li> </ul> <p>General enquiries: <a href="mailto:SEN@nelincs.gov.uk">SEN@nelincs.gov.uk</a> (01472) 323166  Website: <a href="https://sendlocaloffer.nelincs.gov.uk">https://sendlocaloffer.nelincs.gov.uk</a></p>
<p><b>North East Lincolnshire SENDIASS</b></p> <p>Contact:</p>	<p>An independent service to support parents / carers of children / young people with special educational needs:</p> <ul style="list-style-type: none"> <li>• Independent guidance and a listening ear</li> <li>• Information on special educational needs, such as the assessment process and the SEN Code of Practice</li> <li>• Help with letter writing and filling in forms</li> <li>• Home visits</li> <li>• Support in meetings</li> <li>• Provide an independent parental supporter (IPS)</li> <li>• Liaison with schools, the local authority and other agencies</li> </ul> <p>General enquiries: <a href="mailto:ask@nelsendiass.org.uk">ask@nelsendiass.org.uk</a> (01472) 326363  Website: <a href="http://www.nelsendiass.org.uk">www.nelsendiass.org.uk</a></p>
<p><b>Family Information Service</b></p> <p>Contact:</p>	<p>Offers free accurate and impartial advice and guidance about:</p> <ul style="list-style-type: none"> <li>• Childminders, Day nurseries or Pre-Schools</li> <li>• Out of School Clubs</li> <li>• Activities for Parents and Children</li> <li>• Leisure Activities</li> <li>• Youth Groups</li> <li>• Children's Centres</li> <li>• Family Support Information</li> <li>• Working in Childcare</li> <li>• Working in early years education</li> </ul> <p>General enquiries: <a href="mailto:fis@nelincs.gov.uk">fis@nelincs.gov.uk</a> (01472) 326292 (Option 1)  Website: <a href="http://www.nelincs.gov.uk/children-and-families/childcare">www.nelincs.gov.uk/children-and-families/childcare</a>  Facebook group: <a href="http://www.facebook.com/FamiliesFirstNEL">www.facebook.com/FamiliesFirstNEL</a></p>
<p><a href="http://www.nelincs.gov.uk">www.nelincs.gov.uk</a></p> <p><a href="http://www.gov.uk">www.gov.uk</a></p>	<p>North East Lincolnshire Council</p> <p>Department for Education</p>

## **Appendix 10**

### **Details of neighbouring local authorities and Diocesan Centres**

North Lincolnshire Council  
The School Admissions Team  
Learning, Skills and Culture Directorate  
Church Square House  
30-40 High Street  
Scunthorpe  
North Lincolnshire  
DN15 6NL  
Telephone: (01724) 297000  
Email : [admissionstoschool@northlincs.gov.uk](mailto:admissionstoschool@northlincs.gov.uk)

Lincolnshire County Council  
Children's Services,  
County Offices,  
Newland,  
Lincoln,  
LN1 1YL  
Email : [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk)

Nottingham Catholic Diocese  
Education Service,  
The Diocesan Centre,  
Mornington Crescent,  
Derby,  
DE22 4BD  
Telephone: (01332) 293833  
Email : [julie.sweeney@nottingham-des.org.uk](mailto:julie.sweeney@nottingham-des.org.uk) (Director's PA)

Anglican Diocese of Lincoln  
Edward King House,  
Minister Yard  
Lincoln,  
LN2 1PU  
Telephone: (01522) 504010  
E-mail: [education@lincoln.anglican.org](mailto:education@lincoln.anglican.org)

This guide can also be provided in large print, audio and in alternative languages upon request.

