St. Sebastian's C of E Primary School

Admissions Policy 2025-2026

Approved by:	**Full Governing Body**	**Date:**	**February 2024**
Last reviewed on:	**January 2024**		
Next review:	**January 2025**		

Admission arrangements Saint Sebastian's Church of England Primary School for September 2025-2026 intake

The Admission Authority is the Governing Board.

The school must apply the oversubscription criteria shown below to allocate places if they receive more applications than available places.

The Published Admission for the year commencing in September 2025 is 15.

Children can start school full-time in the September following their fourth birthday. Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age. Parents can request that their child attends part-time until the child reaches compulsory school age.

Arrangements for applications for places in Reception will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements. Parents/carers resident in Lincolnshire can apply online at www.lincolnshire.gov.uk/schooladmissions or telephone (01522 782030) or by requesting a paper application. Parents/carers resident in other areas must apply through their home local authority. St Sebastian's Primary School will adhere to the timescales outlined in the Lincolnshire County Council's Co-ordinated Admissions Scheme available at www.lincolnshire.gov.uk/schooladmissions for these applications and the relevant local authority will make the offers of places on our behalf as required by the school admissions code (2021). In year admissions are dealt with in accordance with the in-year section below.

In accordance with legislation the allocation of places for children with the following will take place first; Health and Care Plan (Children and Families Act 2014) where the school is named. The school will then allocate remaining places in accordance with this policy.

For entry into the normal year of intake in September we will allocate places to parents who make an application before we consider any parent who has not made one.

The oversubscription criteria are listed in the order we apply them.

Definitions of terms indicated by numbers are given separately below.

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. There is a brother or sister who will still be attending the school when the child is due to start
3. Children for whom this is the nearest school to the home address, measured by straight line distance

Any remaining places will be given in order of the nearness of the home to the school, measured by straight line distance. (Straight line distance as calculated electronically to three figures after the decimal point (e.g., 1.543 miles) by Lincolnshire County Council school admissions team from the Post Office Address Point of the home to the Post Office Address Point of the school.)

If the distance or last criterion is not sufficient to distinguish between two or more applicants for the last remaining place then a lottery will be drawn by an independent person, not employed by the school or working in the Local Authority Children's Service Directorate.

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 (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 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 s.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. Brother or sister attending the school at the time of application, or who will be attending the school at the expected time of admission. In all cases both children must live at the same address. We include in this criterion:
In all cases, both siblings must live at the same address. A sibling is defined as.

- a brother or sister who shares the same biological parents
- a half-brother, half-sister, stepbrother or stepsister
- a legally adopted child, a child legally adopted by a biological or stepparent
- a foster child or any other child residing at the address

Twins and other siblings from a multiple birth

Twins and other siblings from a multiple birth - If twins or multiple birth children are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children. **Multiple birth children are 'excepted pupils' to infant class limits if allocated in this way.** Brothers and sisters in the same year group - 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.**

Brothers and sisters in the same year group

Where there is only one place available in the school the children will be considered together as one application. The school will admit all the children except in cases where infant class regulations prevent this from happening. If this happens the school can only legally offer one place because the government's school admissions code makes no exception to the infant class size limit for siblings in the same year group.

3. This applies when the school is the nearest state funded, non-selective, mainstream school to the child's address admitting children to the relevant year group; this is calculated by Lincolnshire County Council school admissions team using straight line distance to three decimal places eg.1.543 miles. (Straight line distance as calculated electronically to three figures after the decimal point (e.g. 1.543 miles) by Lincolnshire County Council school admissions team from the Post Office Address Point of the home to the Post Office Address Point of the school.)

Home Address

The home address is considered as 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). Where a child lives normally during the school week with more than one parent at different addresses, the home address accepted for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at two addresses during school term time with a parent, they can choose which address to use on the application. If a parent has more than one home, we will accept the address where the parent and child normally live for the majority of the school term time as the home address.

Reserve List

For admission into the reception intake year the admission authority will keep a waiting list which we call a reserve list. If your child is refused a place at a school your child is automatically put on the reserve list, unless you have been offered a higher preference school. This list is in the order of the oversubscription criteria, as required by the School Admissions Code. This means that names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. The admission authority must not take account of the time you have been on the list.

For intake years the list is kept by the School Admissions Team until the end of August each year. After this the School Admissions Code requires that admission authorities keep the reserve list until the end of the autumn term. The school keeps a reserve list for all years to include reception intake after the autumn term.

Appeals

In all cases where a place is refused at a school the applicant will be informed of their right of appeal to an independent panel. The decision of the independent panel is binding on all parties. Details of how to appeal a decision to refuse admission will be communicated to the applicant at the time of the refusal and will also be available on the Lincolnshire County Council website

In year Admissions

The admission authority will accept admissions into other year groups unless this would cause an infant class to be unlawfully large or prejudice to the provision of efficient education or the efficient use of resources. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If there are no places then you will be told of the independent appeal system Parents can apply online at;

www.lincolnshire.gov.uk/schooladmissions (if applicable: the admission authority will accept direct applications)

Fair Access

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full.

Forces Children

For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address to use when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child where the parent requests this
- The Governors will not refuse a service child a place solely because the family does not have an intended address or does not yet live in the area.

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

- Recommended wording part 2 - For late coordinated applications and midyear applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The 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.

Fraudulent or Misleading Applications

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim.

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

Admission of Children below Compulsory School Age

The admission authority for St Sebastian's Church of England Primary School provides for the admission of all children in the September following their fourth birthday.

Where a child has been offered a place:

- That child is entitled to a full-time place in the September following their fourth birthday.
- The child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made, whichever is the sooner.
- Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.
- Parents interested in deferring admission or arranging part-time attendance must contact the school to discuss this.
- Parents of summer born children deferring admission until the child starts Year 1 risk losing the offered school place.

Out of Cohort Admissions (Children outside their Normal Age Group)

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow. Parents resident in Lincolnshire should call 01522 782030 or email schooladmissions@lincolnshire.gov.uk for advice on the procedure to follow. It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request. St Sebastian's CE Primary School will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- the parent's views;
- any available information about the child's academic, social and emotional development;

- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher

This policy was last determined in January 2024