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ADMISSIONS POLICY 2027-28

Last determined December 2023

The admissions authority for the school is the Governing Body.

A Published Admission Number (PAN) is agreed with the Local Education Authority each year. The PAN for this school is **30**.

Admissions to Reception Class

Frances Olive Anderson Church of England Primary School provides for the admission of all children in the September following their fourth birthday.

Where we have offered a child a place at our school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made, whichever is the sooner;
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents interested in deferring admission or arranging part-time attendance must contact the school to discuss this.

- Arrangements for applications for places in Reception at Frances Olive Anderson Church of England School will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements; parents resident in Lincolnshire can apply online at www.lincolnshire.gov.uk/schooladmissions, they can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. Frances Olive Anderson CE Primary school will adhere to the timescales outlined in the Lincolnshire County Council 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).

Reserve List

- For admission into the intake year the admission authority for Frances Olive Anderson CE Primary school will keep a waiting list which we call a reserve list. If we refuse a place at our school, your child is automatically placed on the reserve list, unless you have been offered a higher preference school. This list is kept in the order of the oversubscription criteria, as required by the School Admissions Code. Children can move up and down the list depending on where the other children are ranked against the oversubscription criteria. The admission authority must not take account of the time you have been on the list when allocating places. For the intake year the list is held by the Local Authority School Admissions Team until the end of August. After this the School Admissions Code requires that schools keep the reserve list until the end of the autumn term.

In Year Admissions (changed from Mid Year to In Year)

Frances Olive Anderson CE Primary school will accept admissions into the respective year group at the point of entry. In the event that this would cause an infant class to be unlawfully large or cause prejudice to the provision of efficient education or the efficient use of resources it may be necessary to refuse a place. 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



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appeal. Parents can apply online at www.lincolnshire.gov.uk/schooladmissions or call 01522 782030 for a paper form.

Children with Education, Health and Care Plans

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.

Appeals

As we are a Church Aided school, we are our own admissions authority; therefore, any appeal should be sent directly to school. Please see appendix (i) for the template to complete. There is no guarantee that all requests for admission will be granted although parents do have the right of appeal to an independent panel if their request is refused. *(The procedures for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and organised by the County Council Legal Services Section and entirely separate from the admission system. The decision of the appeal panel is binding on all parties.)*

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. Students allocated under fair access protocols will take precedence over those on a waiting list or awaiting appeal. Frances Olive Anderson CE Primary school will participate in Lincolnshire County Councils the fair access protocol.

Children of UK service personnel (UK Armed Forces)

In order to support the military covenant aimed at removing disadvantage for UK service personnel (UK Armed Forces), and Crown Servants returning from abroad the following arrangements will apply:

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 a parent requests this.

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

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 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. This is because we must only allocate places based on the criteria and must not admit a Services child ahead of another child with higher priority under the criteria.
- The prejudice from admitting an extra child would be excessive.



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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.

Request for Admissions Outside of their Normal Age Group

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

Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow. 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.

Frances Olive Anderson Church of England Primary School will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- the parent's views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the Headteacher.

Criteria for Admission

In the event of there being more requests for admission than the agreed PAN, then the following criteria for admission will be applied in order:

Parents (*A parent is a person who has parental responsibility or care of the children as defined in the 1989 Children Act*) who name this school as a preference will be considered in the following order:

- (i) 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. 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).

Definition - 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 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).



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- (ii) Whether any siblings will be attending the school when the child is due to start. This does not apply if the sibling will have left the school prior to the child starting.
A sibling is deemed to be:
1. A full brother or sister whether resident or not in the same household.
 2. Another child normally resident for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989.
- (iii) Where the applicant lives in relation to the school. Priority will be given where a child lives in the parishes of Lea, Knaith, Kexby, Upton or Gate Burton. Please see attached maps and links provided. *(A child's home address is deemed to be that at which they usually reside 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 him or her. An exception to this would be where there is a residency order in place. It could include a child's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property. Where a child lives normally during the school week with more than one parent at different addresses, we will take as the home address where your child spends the majority of 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 you would like us to use on your application.)*
- (iv) Whether a parent of the child is a member of staff *(where the member of staff has been employed at the school for two or more years at the time of application or if the member of staff is recruited to fill a vacant post for which there is a demonstrable shortage.)*
- (v) The distance the child lives from the school will be considered, with those living nearest by the straight line distance given priority.
Measurements are calculated electronically from the Post Office address point of the child's home address to the Post Office address point of the school. These measurements are to three decimal places, e.g. 1.256 miles.

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

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.

Reviewed December 2025
Agreed by the Governing Body December 2025
To be reviewed December 2026

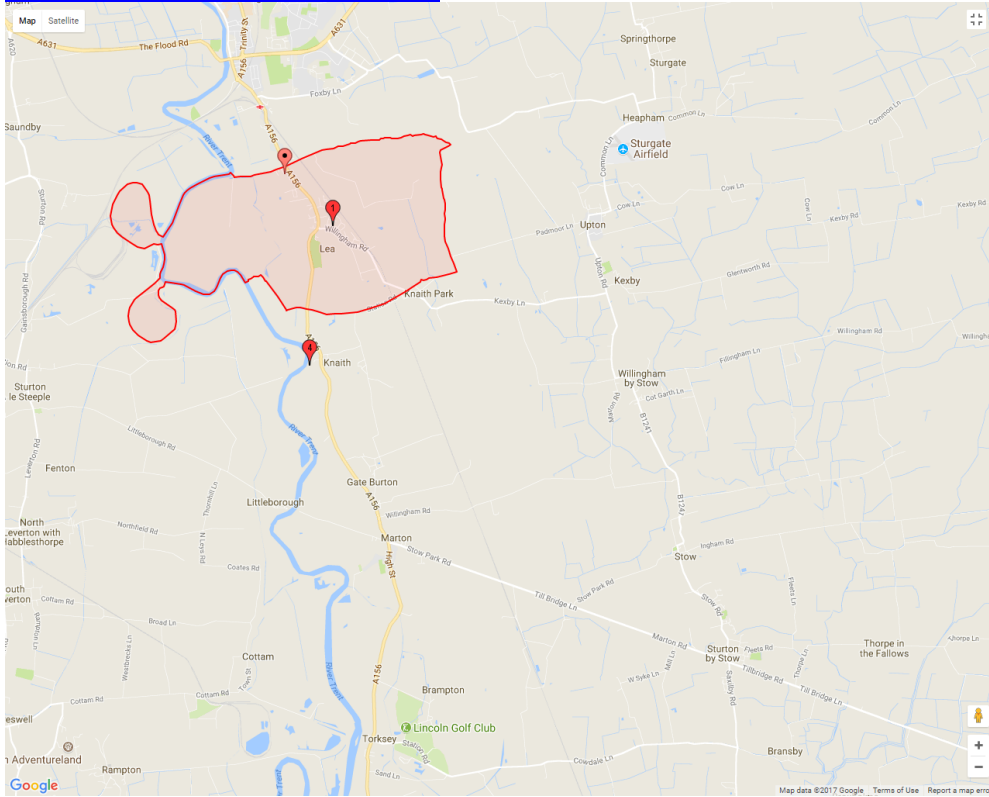


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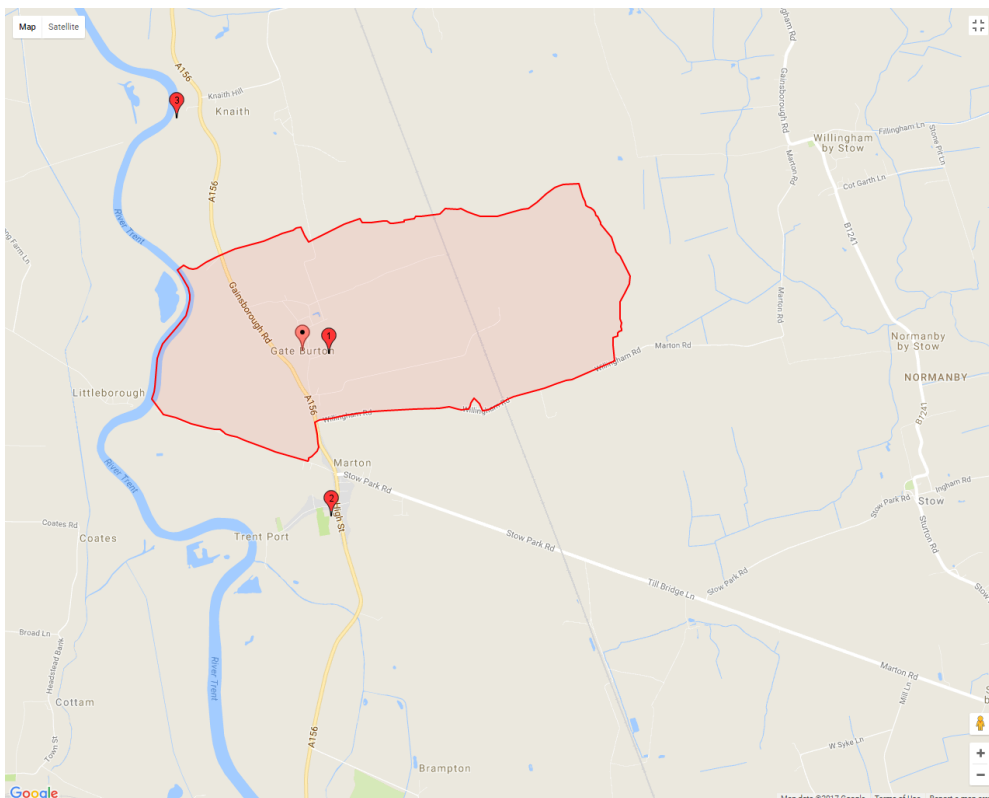


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<https://www.achurchnearyou.com>



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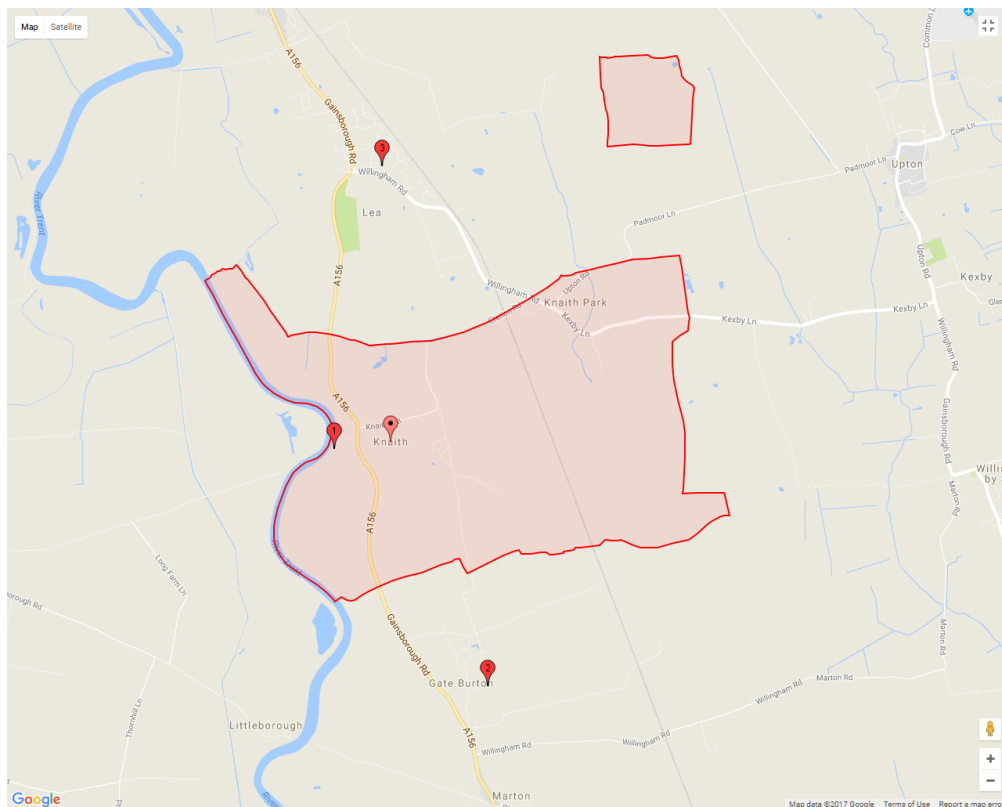


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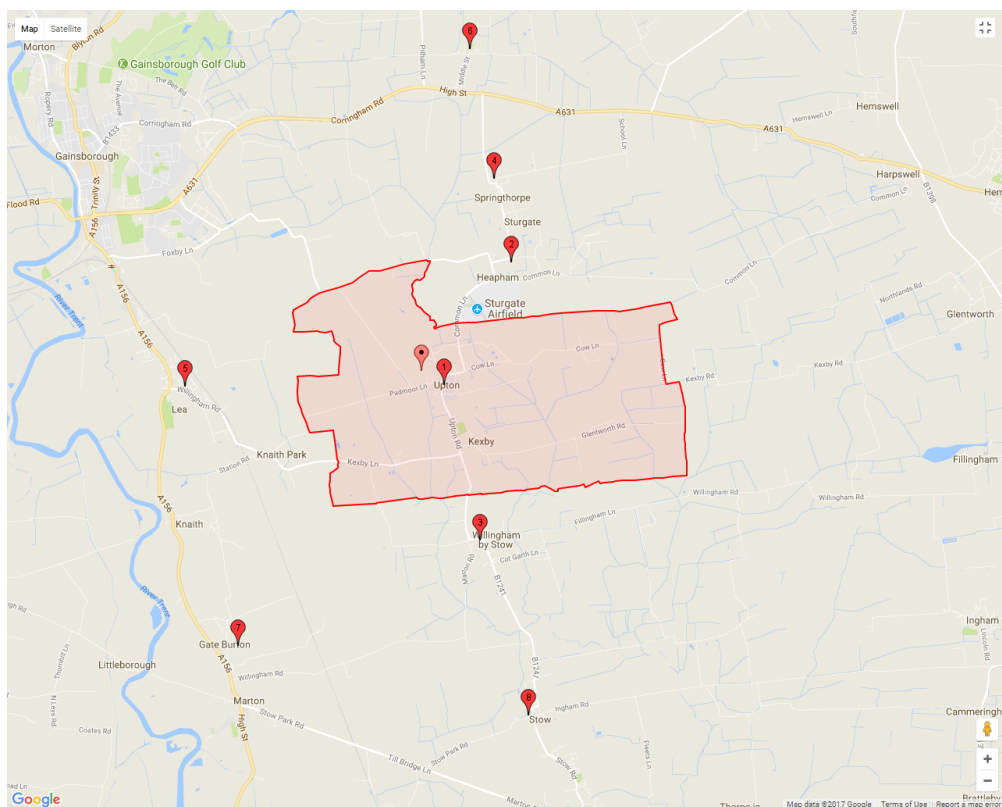


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Appendix (i)

LINCOLNSHIRE SCHOOL ADMISSION APPEAL FORM

Frances Olive Anderson C of E Aided Primary School – we are a Church aided school therefore we are our own admissions authority – appeals should come directly to the school.

Before you complete this form we recommend that you read the school admissions appeals guide at www.lincolnshire.gov.uk/schooladmissions. If you have any queries please contact the Education Team on 01522 782030.

If your child has an Education, Health and Care Plan you must contact the Special Educational Needs Team on 01522 553332.

Please complete this form and return to our **school directly**.

Please note that this form is not relevant to all schools and for some Foundation, Aided schools and Academies you will need to contact those schools direct for a form. If this appeal form is completed in error for one of those schools we will send it to the school and they will contact you.

If you wish to appeal for more than one school, or more than one child, we advise you to submit all appeals at the same time and state the order in which you would like them heard. You must complete a separate form for each child and school.

Appeals will be heard within 40 school days of the deadline for block appeals, or 30 school days for in year appeals. Please inform the school your child has been allocated if you have a pending appeal and you do not wish to start until the result is known

Once returned you will receive a written acknowledgement of this form within 5 working days. If you do not receive this please contact the Education Team on 01522 782030

Please use block letters and write in black ink or ballpoint pen.

School you are appealing for:

.....

Name of child who is the subject of the appeal:

.....

Gender: Male ☐ Female ☐ Date of birth:

School child currently attends:

If your child has been offered a place at an alternative school, please tell us below:

.....

Contact details of person appealing on behalf of the child:

Full name:.....

Relationship to child:



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Address:.....

.....Postcode.....

Home phone number:.....

Work phone number:.....

Mobile phone number:.....

Please note - If your telephone will not accept anonymous calls we will not be able to contact you by telephone regarding this appeal.

Email address:.....

Child's address if different:

.....

.....Postcode.....

If you are moving house, please give details of your new address below. If you are likely to change address between the date you send in your admission appeal form and the date you wish your child to start at the school, please read carefully the section 'home address and changing address in the Parent Carer guide or on our website: [Appeal a school place decision – Before you appeal - Lincolnshire County Council](#)

.....

..... Postcode

Status of move: Tenancy agreement signed ☐ Exchanged contracts ☐

Moving in with partner or relatives ☐ Forces posting ☐ Other ☐

(Please provide evidence for any of the above e.g. a copy of the exchange of contracts. This should be a photocopy)

Details of the move, including dates:.....

Other children living in the same household under 19 years of age:

<u>Name</u>	<u>Date of birth</u>	<u>Current schools</u>	<u>Have you</u> <u>appealed before</u>
.....			Yes ☐ No ☐
.....			Yes ☐ No ☐
.....			Yes ☐ No ☐

If you have appealed for a Lincolnshire school before please give details including dates:

.....



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You are legally entitled to ten school days notice of the date of your appeal. Sometimes we can hear an appeal more promptly if you agree to give up or “waive” this right.

Do you waive your right to 10 school days notice?

Yes ☐ No ☐

Have you received a letter refusing your child a place at this school?
If yes, please attach a copy.

Yes ☐ No ☐

Or was this a verbal refusal?

Yes ☐ No ☐

Will you be attending the appeal?

Yes ☐ No ☐

Please indicate any dates when you are not available to attend. We will try to avoid these dates when arranging the appeal. However appeals for Reception and Year 7 intake are planned in advance and cannot be changed.

.....

Name and address of person accompanying you:

.....

.....

Their relationship to the child:.....

If not attending, will anyone represent you at the appeal?

Yes ☐ No ☐

Name, address and organisation (if applicable) of the person representing you:

.....

.....

Do you require an interpreter; there will be no charge for this service?

Yes ☐ No ☐

If yes which language? Please state dialect if relevant

Do you require the services of a signer, there will be no charge for this service? Yes ☐ No ☐

Please state if you have any mobility issues so that suitable arrangements can be made.

.....

Reason for appeal

Please give the reasons why you want a place for your child at the school. Please attach securely, copies of any supporting documents e.g. medical certificates. The panel can consider anything that you feel is relevant, but may be restricted by the infant class size regulations when they make their decision (see [Appeal a school place decision – How to appeal - Lincolnshire County Council](#))

.....



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Declaration, please tick:

☐ I declare that I am the parent of or have parental responsibility for the child who is the subject of this appeal.

Signed:

Date:

Data given on this form will be stored in paper format and on a secure computer system and will be used solely for the purpose of processing this school appeal. The information will be shared with schools, the School Admissions Team and the Legal Services Team for the purposes of arranging your appeal only. The County Council will meet its requirements under the Data Protection Act in processing your data.

Revised 05/2024