

# Welton St. Mary's Church of England Primary Academy



## Our Vision

As an inclusive Christian community we value each person, seeking to release everyone's full potential as promised by Jesus Christ. We seek to provide a safe, inspiring and creative learning environment providing opportunities for all to flourish. Through challenge, support and care, we strive for excellence in all that we do; always building on the foundations of shared values with consistently high expectations rooted in God's love. Together we are encouraged to be agents of positive change in this world.

*'May the God of hope fill you with all joy and peace as you trust in him, so that you may overflow with hope by the power of the Holy Spirit.'* Romans 15:13

**Wisdom Hope Community Dignity**

## Admissions Policy for 2027

Review Annually

Approved October 2025

**Welton St Mary's CE Primary Academy**  
**Lincolnshire Admissions Authority**

**Starting School in Foundation Stage - 2027**

As an Academy, the Governing Body is an admission authority in its own right. All decisions about admissions, including this policy, are determined by the Governing Body. All allocations of places are determined by a Committee of the Governing Body with delegated powers.

This admissions policy has been formulated using the Schools Admissions Code of Practice. 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.

Although children are not of statutory school age until the beginning of the term following their fifth birthday, Welton St Mary's Church of England Primary Academy provides for the admission of all children in the September following their fourth birthday.

Welton St Mary's CE Primary Academy has one intake each year, in September.

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

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

The Published Admission Number is 60.

**SEND/ Pupils with an EHCP**

In accordance with legislation, the allocation for places for children with an Education, Health and Care Plan naming the school in the plan will take place first (Children and Families Act 2014).

Remaining places will be allocated in accordance with this policy.

In the event of over-subscription, places will be allocated in accordance with this policy and the following criteria will be applied in the order shown below. If it is not possible to distinguish between applicants within a criterion, the next criteria will be applied until the lottery, drawn by an independent person not employed by the school or working in Children's Services Directorate at the Local Authority, is used.

**Criteria for over subscription**

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. (1).
2. There is a brother or sister (2) at the school who will still be attending when the child is due to start.
3. Priority will be given to children of staff members (3).

4. Children who live in the civil Parish of Welton (4). [Admissions Policy Welton Map.pdf \(weltonstmarysacademy.co.uk\)](https://www.weltonstmarysacademy.co.uk/Admissions%20Policy%20Welton%20Map.pdf)
5. Straight line distance from the home to the school, with priority given to the child living closest to the school (5).

The local authority is responsible on behalf of schools for coordinating applications and informing parents and schools of the outcome of the application process.

#### **Process for making an application for a place in Foundation Stage.**

Arrangements for applications for places in the Foundation Stage at Welton St Mary's Church of England Primary Academy 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](http://www.lincolnshire.gov.uk/schooladmissions). They can also apply by telephone, or ask for a paper application form, by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. Welton St Mary's Church of England Primary Academy will adhere to the timescales outlined in the Lincolnshire County Council Co-ordinated admissions scheme available at [www.lincolnshire.gov.uk/schooladmissions](http://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.

#### **Process for making an application for In-year admissions**

The governors welcome admissions into other year groups if there are places available. For in year school places, applications can be made directly to the school or via the School Admissions Team at Lincolnshire County Council online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) or by telephoning 01522 782030. 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.

#### **Definitions and Notes on the Criteria for Oversubscription**

1. **Looked After Children and Previously Looked After Children including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.**

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

**2. There is a brother or sister on roll at the school at the time of application who will still be attending when the child is due to start.**

- A brother or sister, whether or not resident in the same household; another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989; or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996.
- 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.

**In the case of twins or multiple births**

- If twins or multiple birth children, or 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. Multiple birth children are 'excepted pupils' to infant class limits if allocated in this way.

**3. Children of staff at the school**

The academy gives priority to children of staff in either of the following circumstances:

- 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.

**4. Parish of Welton (see map)**

**5. The distance from home to school**

Those children living nearest to the school being accorded the highest priority as measured by straight line distance as calculated electronically to three figures after the decimal point (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.

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) 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 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.

**Admission of children outside normal age group**

Parents may seek a place for their child outside of their normal age group, for example if the child 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 year group – to Reception rather than Year 1. Parents wishing to make this request must contact their home local authority for guidance on the procedure to follow. Parents resident in Lincolnshire should call 01522 782030 or email [outofcohortadmissions@lincolnshire.gov.uk](mailto:outofcohortadmissions@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. Welton St Mary's Church of England Primary Academy will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will take into account of:

- The parents' 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;
- Where they have previously been educated outside 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.

### **Reserve list**

For admission into Reception, the governors of Welton St Mary's Church of England Primary Academy will keep a waiting list, which we call a reserve list. In the normal admissions round, if we have to refuse a place at our school, your child is automatically put on the reserve list, unless you have been offered a higher preference school. This list is in the order of the oversubscription criteria, as required by the School Admissions Code. Children can move up or down the list depending on where the others are ranked against the oversubscription criteria, if someone moves into the area and is higher placed on the oversubscription criteria. The admissions authority must take no account of the time a child has 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 keeps the waiting list until the end of the academic year. This list is then abolished.

Reserve lists are kept for all in year groups, if needed, and are cleared at the end of the academic year. You will need to inform the school if you wish your child's name to be added to the reserve list, for all year groups.

If it is necessary to refuse a place, then you will be informed of your right of appeal by contacting Welton St Mary's Church of England Primary Academy.

### **Appeals**

In all cases, where a place is refused at a school, the applicant will be informed of their right to appeal to an independent panel. The decision of the independent panel is binding on all parties. The procedures for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and organised by the Lincolnshire County Council Legal Services Section and entirely separate from the admission system.

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 Welton St Mary's Church of England website.

[https://weltonstmarysacademy.co.uk/wp-content/uploads/WSM\\_Appeal-Form-2024.pdf](https://weltonstmarysacademy.co.uk/wp-content/uploads/WSM_Appeal-Form-2024.pdf)

Information about the appeals procedure can be found at:

[www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions)

**Fraudulent or misleading applications**

We have 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 a false address was given which denied a place to a child with a stronger claim. If a place is withdrawn, the application will be considered afresh and you will be advised of your right to appeal if a place is refused.

**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 reserve list or awaiting appeal. School Welton St Mary's Church of England Primary academy will participate in Lincolnshire County Council's Fair Access Protocol.

**UK Armed Forces**

In order to meet the government's military covenant aimed at helping service personnel, and Crown Servants returning from abroad, we have adopted the following arrangements:

For late coordinated applications and in year applications, we will aim to remove the disadvantage to UK service personnel (UK Armed Forces) by applying the school's oversubscription criteria to their intended military address.

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.

If a family have provided the required proof of posting, a unit postal address will be accepted for the purposes of operating the oversubscription criteria if parents are unable to provide an address or prefer to use the unit address. The unit will be the base to which the parent has been posted.

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
- The prejudice from admitting an extra child would be excessive.

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

The Governors have discretion to admit above the admission number in these circumstances if they wish but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

**Supporting Documents**

For further information regarding applications and admissions please refer to [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions)