

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 2021

Review Annually
Latest review October 2019
Updated in line with 2021 School
Admissions Code - May 2021
Approved June 2021

Welton St Mary's CE Primary Academy
Lincolnshire Admissions Authority

Starting School in Foundation Stage - 2021

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. Children start school the September following their fourth birthday. Welton St Mary's CE Primary Academy has one intake each year, in September. Attendance in Foundation Stage is full time but there is a 'settling routine' for the first week.

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 total number of Key Stage 1 pupils, including Foundation Stage, will not exceed 180.

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 criteria, the next criteria will be applied until the lottery drawn by an independent person 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 Parish of Welton (4).
5. The distance from the home to the school, priority will be given to the child living closest the school (5).

The oversubscription criteria are listed in order. Words marked with a number, for example 1, 2, 3, 4, 5 are explained separately in the definition and notes section.

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

If the distance criterion is not sufficient to distinguish between two or more children for the last remaining place then a lottery will be drawn by an independent person, not employed by the school.

Admission Arrangements

In the summer term, prior to children starting school the following arrangements apply;

- A meeting for all parents to discuss school arrangements and answer any queries.
- Activity sessions for children so that they can experience learning in their new classroom, and new children are invited with their parents to school events.
- Visits to preschools by Early Years Leader and Headteacher.

Introductory visits for mid-year admissions

As part of our induction process for mid-year applicants, after a place has been offered parents are encouraged to visit the school with their children prior to them starting. An appointment at a convenient time of day will be made to enable parents and children to see our school at work. Any issues arising from the visit will be discussed in the Headteacher's office. Any parents visiting should be mindful that the school is a place for learning and that visits will be short and focussed. Children are also invited to spend time in their new class prior to starting.

Admissions Policy for all children joining Welton St Mary's CE Primary Academy

The school's Planned Admission Number (PAN) is 60 for each year group and in accordance with current Government legislation, pupil numbers in Key Stage 1 classes will not exceed 30 pupils.

Definitions and Notes

1. Looked After Children and Previously 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. Brother or sister.

A full 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.

In the case of twins or multiple births and where there is only one place available in school, all the children will be considered together as one application. If one or more can be admitted within the published admission number the school will go above its admission number as necessary to admit all the children, unless this would make the class too large. The government's school admissions code makes an exception to the infant class size limit in this situation.

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 go above its admission number as necessary to admit all the children, except in cases where infant class regulations prevent this from happening or when it makes the class too large and prejudices the education of the other children in the class.

3. Children of staff at the school

The academy gives priority to children of staff for 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 – 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.

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.
- 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.

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.

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. Parents wishing to make these request 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. 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 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;
- 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 will keep a waiting list which we call a reserve list. If you do not get a place at your first preference school your child is automatically put on the reserve list for any schools above the one you were offered. This list is in the order of the oversubscription criteria. Names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. Schools will keep the reserve list until the end of the autumn term and possibly longer, you should contact the school for information about the reserve list.

Schools are not required to keep any lists for any other year groups, however Welton St Mary's does.

If there are no places then you will be told of the independent appeal system. If parents choose not to go to appeal or are unsuccessful at appeal, the school offers the opportunity to place the child's name on a reserve list. In the event of more than one child being on the reserve list when a place becomes available the oversubscription criteria will be used to determine which child is offered a place.

Appeals

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.

Parents need to contact the local authority if they wish to 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.

Fair Access

The government has asked that all local authorities must have a Fair Access agreement that allows hard to place children, for example those that have been permanently excluded, to be given a place before any oversubscription criteria are applied and before anyone is considered

from the reserve list. Full details of the Fair Access Protocol, which Welton St Mary's participates in, can be found on the Lincolnshire Website.

For Mid-year Admissions

The governors will accept admissions into other year groups if there are places. In all year groups other than reception there will be a limit of six school weeks to hold a place after acceptance which is applied from the offer date. In line with LA policy, we do not offer a place until there is a binding legal commitment to an address in the area (this means exchange of contracts or signature of a tenancy agreement).

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 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.

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.

Supporting Documents

For further information regarding applications and admissions please refer to www.lincolnshire.gov.uk/schooladmissions