

# **WILLIAM HILDYARD CHURCH OF ENGLAND PRIMARY & NURSERY SCHOOL**

## **A member of the Aspire Federation**

### **Admission Details and Procedures for the academic year 2024/2025**

Children are admitted to school at the beginning of the academic year in which they are five. Parents can request to defer entry until later in the school year and also request a part-time place. Information regarding admission forms may be obtained from the school office. The Governors are the admission authority of the school.

This policy applies to the admission of children for the year groups Reception through to Year 6 for the 2024/2025 academic year. There is a separate policy for entry to the Nursery.

The published admission number for entry into the Reception year is 30.

The school was founded to provide education for children of St. Guthlac's parish. 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'.

#### **Entrants to the new Reception Intake**

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 hard copy application form, by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. William Hildyard Church of England Primary and Nursery School use the Lincolnshire County Council's timetable published online for these applications. The home Local Authority will make the offers of places on their behalf as required by the School Admissions Code.

#### **New Entrants to Other Year Groups (excluding Nursery)**

For a midyear place, an application can be made on the midyear application form or online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions). Applications are usually made through the child's home local authority. Lincolnshire residents should contact Lincolnshire County Council for an application. Applications can be made directly through Lincolnshire by out of county residents if their home local authorities do not co-ordinate this process.

The governors will accept admissions into other year groups if there are places. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place.

In accordance with legislation the allocation of 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.

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

Parents must make an application for their child to transfer from the school's nursery to Reception class. Attending the nursery does not guarantee a place or give any priority within the oversubscription criteria.

The oversubscription criteria are listed in the order they are applied. Words marked with a number (example, 1, 2, 3) are explained separately in the definition and notes section. All applicants will be considered equally according to the criteria set out below by the Admissions Committee of the School Governors.

### **Operation of the oversubscription Criteria / Tie-breaker**

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.

Tie-breaker: The oversubscription criteria are listed in 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. If two or more children are tied for the last place a lottery will be drawn by an independent person, not employed by the school or working in Children's Service Directorate at the local authority.

### **Education Health Care Plans**

In accordance with legislation the allocation of places for children with an Education, Health and Care Plan (Children and families Act 2014). Remaining places will be allocated in accordance with this policy.

- i. 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)
- ii. Where the child has a sibling (2) who is attending the school when he/she is due to start
- iii. Priority will be given to a parent who is a faithful and frequent worshipper (at least once a month for a year at time of application) at St Guthlac's Church, Market Deeping. (applicants will be expected to provide written evidence of their commitment from their clergy). (3)
- iv. Nearest School: measured by straight line distance (5).
- v. Increasing order of straight line distance (6).

## 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 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. **A sibling is:**

Brother or sister 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:

- a brother or sister who shares the same biological parents
- a half-brother, half-sister or legally adopted child
- a child looked after by a local authority placed in a foster family with other school age children
- a stepchild

### **Twins and other siblings from a multiple birth**

In these cases 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 be allowed to 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 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 be allowed to go above its admission number as necessary to admit all the children except in cases where infant class regulations prevent this from happening. If this happens we 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. A parent who is a frequent and regular worshipper**

In relation to Category 3 evidence of worship from the Priest of the religious community concerned, must be submitted and will need to be signed by a Church of England Priest or if a Priest is unavailable during an interregnum, a Church Warden or Church Leader in support of an application. The information should describe the involvement which the applicant (the parent), who lives at the child's home address, has in the life of their religious community. The information should cover your whole attendance and involvement history, which must be for at least one year. If you have moved church in the last year, evidence from a previous parish(es) must be submitted. Where a Church of England Priest has been in post for less than one year, they should state how they are able to confirm the involvement over the full year. The evidence will be used by the Board of Governors in determining which applicants are awarded places. The evidence will help the Board of Governors assess the commitment, in terms of time, which the applicant has devoted to their religious community over the last year. The address submitted on the application form should be the child's home. This is the home at which the child spends the majority of school week nights (Sunday – Thursday inclusive).

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these YR admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

### **4. Home address:**

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 school 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.

### **5. Nearest school:**

This applies when the school is the nearest state funded 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 e.g. 1.234 miles. If you reside in Lincolnshire, you can use the search tool at:

<https://www.lincolnshire.gov.uk/find-nearest-school> to identify which school is your closest school. This should not be confused with the definition required for measurement of distance.

## **6. Measurement of 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.

We use the distance calculated in this way to apply the final oversubscription criterion.

## **Reserve Lists**

In the event of oversubscription for admission into the Reception intake year the governors will keep a reserve list. This list will be used if the number of children falls below the Published Admission Number. 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. This means that names can move down the list if someone moves into the area and is higher placed under the oversubscription criteria. The governors will not take account of the time you have been on the list.

For the Reception intake year the list is kept by the Schools Admission Team until 31 August preceding entry. After this the school admissions code requires that schools keep the reserve list only until the end of the autumn term, 31 December.

## **Appeals**

In all cases where a place is refused 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.

## **Fair Access**

The Governors are fully committed to accepting the Fair Access Protocol of Lincolnshire County Council. Pupils allocated under Fair Access Protocol will take precedence over those on a reserve list or awaiting appeal.

## **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 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 of appeal if a place is refused.

### **Children of UK Service Personnel (UK Armed Forces)**

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

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 co-ordinated 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 school'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.

### **Admission of Children below Compulsory School Age**

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.

### **Admission of 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 to 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 [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.

William Hildyard Church of England Primary and Nursery 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 determined by the Full Governing Body at its meeting on 16<sup>h</sup> November 2022.