

**Determined**  
**School Admission arrangements for St Peter**  
**and St Paul Church of England Primary School**  
**for the academic year 2018/19**

The school was founded to provide education for children of the parish of Bottesford with Ashby.

It is a school for the whole community whilst it seeks to offer 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.

## **Published Admission Number**

The admission number for the intake year group for the academic year 2018/19 will be set at 30.

## **Admission Arrangements**

### **Applying for a School Place**

Parents must complete a common application form to be considered for a place in reception. The application must be made through the Council in which the parent resides even though this may be different to where the school is situated. North Lincolnshire parents are requested to contact North Lincolnshire Council admissions team on 01724 297133/4 for an application form or make application online through the council’s website [www.northlincs.gov.uk](http://www.northlincs.gov.uk) The form must be returned or an application online must be completed by the closing date set by the council.

Any applications received after the closing date will be accepted but considered only after those received by the closing date. You are therefore encouraged to ensure that your application is received on time.

## **Children with Statements of Special Educational Needs or Education Health and Care Plans**

In accordance with the Code of Practice for Special Educational Needs, the allocation of school places for pupils with a statement of special educational needs will take place before the allocation of other places as part of the annual admissions process. Where a school is named in a child's statement or plan the school has a duty to admit the pupil. This will reduce the number of places available.

### **Oversubscription criteria**

Where the school has more applications than places the following factors will be taken into account in priority order when deciding which pupils will be allocated places. The governing body have adopted the same admissions criteria as North Lincolnshire Council for community and voluntary controlled schools.

#### **1 – Looked after Child or Child in Care**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order.

A looked after child is a child who is;

- (a) in the care of the local authority, or
- (b) being provided with accommodation by the 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 the school.

A previously looked after child is a child who;

- (a) ceased to be looked after because they were adopted or
- (b) became subject to a child arrangements order, or
- (c) became subject to a special guardianship order.

#### **2 - Children who live in the school's designated catchment area.**

Parents can see which catchment areas cover their address by following the link from the school admissions page at [www.northlincs.gov.uk](http://www.northlincs.gov.uk). Alternatively, they can contact the council's Admissions Team on 01724 297133.

The address taken under this factor will be that on Friday 16 February 2018.

Parents who move after submitting their preference must inform the council's Admissions Team of any change of address.

For admission purposes, the home address is where a child usually lives with their parent or carer. **You must not give the address of a childminder or relative.** Where a child lives with parents with shared responsibility, each for part of the week, and the school has been given more than one address, the school will apply the address of the parent who claims the child's benefit as the pupil's address for determining this criterion. If neither parent claims child benefit other documentary evidence (eg medical card) may be required. If it is found that you have given a false address your child may lose their school place.

### **3 - Children who will have a sibling attending the school at the time of their admission.**

Included in this factor are siblings and step-brothers and step-sisters and half-brothers and half-sisters living at the same address and who will be attending the school at the expected time of admission. In the event of two applications for one vacancy the tie breaker decision will be based on geographical distance and given to the one living closest to the school.

#### **Siblings for the same year group (twins/ multiple births)**

Where there are twins or triplets to be admitted to a school in the same year group. If there are insufficient places available for all siblings, and one can be allocated a place, the admission number will be exceeded to allow them to be placed in the same school.

### **4 - Children who live closest to the school.**

The distance will be determined by measuring the shortest available route using the public road network from the pupil's home to the main school gate, as determined by the Council. The distance will be measured by using a computerised geographical information system (GIS). Priority will be given to those living nearest to the school using this system. Pupils living in flats where the distance measures the same, priority will be given in ascending order of flat number/letter/floor.

#### **Tie Breakers**

Where the offer of a place would lead to oversubscription under any of the above factors places will be allocated by reference to subsequent factors in order. In exceptional circumstances where it has not been possible to decide between applications, because they have the same distance measurements, the place will be allocated by drawing lots and will be independently verified.

#### **Waiting Lists**

1. If the academies are over-subscribed a waiting list will be established.

2. Pupils will automatically be put on the waiting list where they have not been made an offer of a place and where the academy is a higher preference than the school or academy at which an offer has been made.
3. Pupils will not automatically be placed on the waiting list if the academy is ranked lower than the school or academy where they have been offered a place.
4. Places will be allocated in accordance with the published criteria.
5. The council will coordinate the waiting list for the academies.
6. As soon as places become available they will be filled from the waiting list.
7. If a parent is on a waiting list it will not affect the parent's right of appeal against an unsuccessful application.
8. Children who are the subject of a directed place under the in year fair access protocol will take precedence over those on the waiting list.

### **Early Admission and Deferred Entry**

The school has an early admission arrangement. This is where a child is admitted into reception at the start of the academic year in which they have their fifth birthday. Parents can defer the entry of their child until they reach compulsory school age i.e. the term after their fifth birthday, provided that the place is taken up within the same academic year. A place will be held and will not be offered to another child.

### **Admission outside of the Normal Age Group**

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. The council will consider their request on the circumstances of each case and in the best interest of the child concerned. This will include taking account of the parent's views; 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely; and the views of the head teacher of the school concerned. After consideration, the council will make a recommendation to the school on the request but it will be for the school to make the final decision on whether the request will be agreed. Details of how to make a request can be found in the admissions scheme available by following the link from the school admissions page at [www.northlincs.gov.uk](http://www.northlincs.gov.uk).

## **Withdrawing Offers of Places**

Once an offer of a school place has been made it may only be withdrawn in very limited circumstances. These include when the admission authority offered a place on the basis of an intentionally misleading application from a parent (for example, a false claim of residence in a catchment area) which effectively denied a place to a child with a stronger claim. Where a place is withdrawn the application will be considered afresh, and a right of appeal offered if a place is refused.

## **Appeals**

If your child is not allocated a place, parents/carers have a statutory right to appeal. All appeals will be heard by an independent appeals panel. The decision of the panel will be binding both on you and on the school.

## **Application during the school year**

Parents wishing to make application for any other year group must complete an in year common application form available from your home local authority. North Lincolnshire parents can download an "in year common application form" from the council's website or contact the admissions team via email: [admissionstoschools@northlincs.gov.uk](mailto:admissionstoschools@northlincs.gov.uk) or telephone: 01724 297133/4

## **Objections to these arrangements**

Any admission authority or person (parent, carer or guardian) wishing to object to any part of these determined arrangements must do so by the 15<sup>th</sup> May 2017.

Any person or body can make an objection to the schools adjudicator when they consider that these arrangements are unlawful or not in compliance with the school admissions code or relevant law relating to admissions.

Further information on how to make an objection can be obtained from the Office of the Schools Adjudicator [www.schoolsadjudicator.gov.uk](http://www.schoolsadjudicator.gov.uk)