

# St Martin's Church of England Primary School

## 2023/24 Admissions Policy

The school was founded to provide education for the children of the parish of Owston Ferry, Kelfield and Gunthorpe. 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.

In Church Aided Schools the School Governors are the Admission Authority not the Local Authority.

The admission number for the school is 15.

Parents should consult the information on the North Lincolnshire Council website [www.northlincs.gov.uk](http://www.northlincs.gov.uk) which gives full details of the admissions process, including information on the admissions cycle.

### **The Common Application Form**

Applications must be made on the Common Application Form. The form must be completed by all applicants and returned by the closing date set by the Local Authority. Applications can also be made online.

### **Your application – how places are allocated**

Once applications are received by the Local Authority, details of all applicants are passed to the Governing Body. Using the information on the Common Application Form the Governing Body draws up a ranked list using the oversubscription criteria listed below. The Authority then allocates places on behalf of the Governing Body up to the admissions number.

## **Applying for a place**

Details of how and when to apply, and how places will be offered, are in the "Determined Co-ordinated Admissions Scheme for Primary, Infant and Junior Schools in the area of North Lincolnshire Council for the academic year 2023/24". When they are published they will be available on the North Lincolnshire Council website [www.northlincs.gov.uk](http://www.northlincs.gov.uk)

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. In addition, the parents of a summer born child (1 April to 31 August) 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 year one.

When requesting admission outside the normal age group, the parents should firstly complete the standard application for the normal age group. In addition, they should contact the council's Admissions Team to ask for an "admission outside the normal age group" form to be sent to them. That form should also be completed and submitted. On the "admission outside the normal age group" form they should list the schools they wish to consider their request, give information about why they are making the request, and submit any relevant evidence they may have (for example, if their child is receiving support from a speech and language therapist).

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.

## Admission of children below compulsory school age

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

St Martin's Church of England Primary School provides for the admission of all children in the September following their fourth birthday. 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. 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.

## Oversubscription criteria

Where there are more applications for admission than the planned admission number stated, the Governing Body Admissions Committee will apply the following admission criteria in strict order of priority.

Children who have Education Health and Care Plans where the school is named as the most appropriate educational setting for the child will be admitted. This will reduce the number of places available.

1. Looked after children and previously looked after children (see Note 1).
2. Children whose family are resident within the Parish of Owston Ferry, Kelfield and Gunthorpe (see Note 2).
3. Children who have a brother or sister on the roll of the school at the time of admission (see Note 3).
4. Children whose main residence is nearest to the school.

### Tie Breakers

Where the offer of a place would lead to oversubscription under any of the above criteria places will be allocated by reference to subsequent criteria 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 independently verified.

The distance to the school will be determined by measuring the shortest available route using the public road and path network from the pupil's home to the main school gate, as determined by the LA, and will be measured by using a computerised geographical information system (GIS). Priority will be given to those living the nearest to the school using this system.

Where there are twins or multiple births 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.

## Appeals

If a place is not offered, parents have the right of appeal. Such appeals against non-admission will be heard by an Independent Appeals Panel formed in accordance with the DfE Code of Practice. Details of the appeals process will be made available to all unsuccessful applicants.

## Applications during the school year

Parents wishing to make application for any other year group must complete an “In Year” application available from your home local authority. North Lincolnshire parents can complete an “in Year Common Application Form” on the Council’s website – [www.northlincs.gov.uk](http://www.northlincs.gov.uk) or contact the Admissions Team - email [admissionstoschools@northlincs.gov.uk](mailto:admissionstoschools@northlincs.gov.uk) or telephone 01724 297133/4.

## Waiting Lists

1. If the school is 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 school 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 school is ranked lower than the school or academy where they have been offered a place.
4. As further applications are submitted each added child will require the list to be ranked again in line with the published criteria.
5. The council will coordinate waiting lists for all schools and 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. Looked after children, previously looked after children, and those allocated a place at a school in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

## Withdrawing Offers of Places

Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application form from a parent/carers, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

Where a child starts attending the school on the basis of fraudulent and intentionally misleading information, the place may be withdrawn depending on the length of time that the child has been at the school.

Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

## Definitions

### Note 1 – Definition of 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 “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,
- immediately after being looked after, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

## **Note 2 – Definition of residence**

Parents can see which catchment areas cover their address by following the link from the “Apply for a school place” page at [www.northlincs.gov.uk](http://www.northlincs.gov.uk).

A map of the catchment area for St Martin’s Church of England Primary School is included in this document.

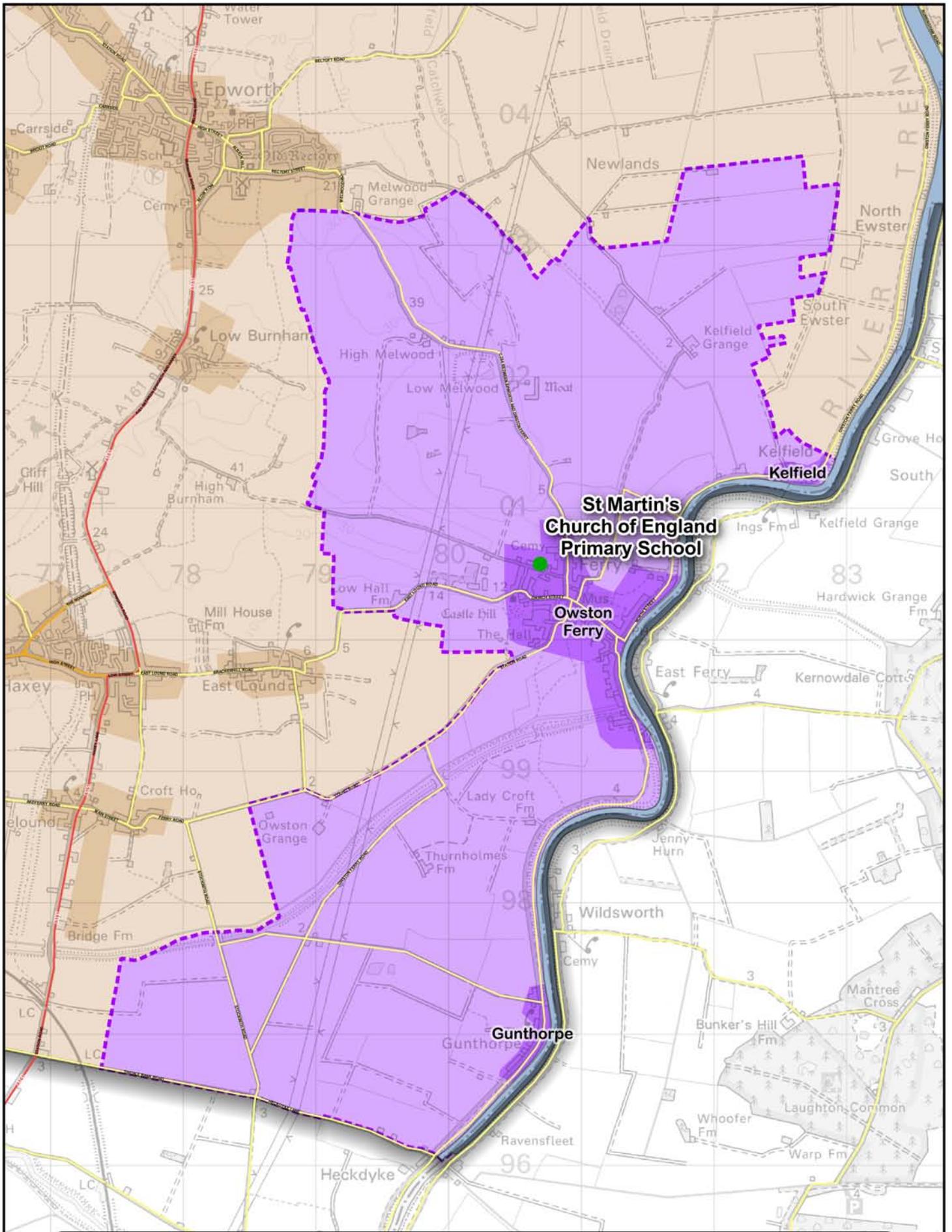
For admission purposes, the home address is where a child usually lives with their parent or carer. You must not give the address of a childminder or relative. Where a child lives with parents with shared responsibility, each for part of the week, the governors will apply the address of the parent who 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.

For families of service personnel with a confirmed posting, or crown servants returning from overseas, whose application is accompanied by an official letter declaring a relocation date the home address will be either the address at which the child will live, or the unit or quartering address if the parent requests this. Parents will need to provide evidence of the intended address.

The address taken under this factor will be that on Friday 10 February 2023.

## **Note 3 – Definition of ‘brothers or sisters’ (siblings)**

Included in this factor are siblings who will be attending the school at the expected time of admission. Sibling means a child living as part of the same family unit at the same address. This includes natural siblings, adopted siblings, step siblings, foster siblings, and the child of a parent’s partner. In the event of two applications for one vacancy using the above criteria, the academy will apply a tie breaker decision based on geographical distance.



	<p><b>Title: St Martin's Church of England Primary School Catchment Area</b></p>	<p><b>NORTH LINCOLNSHIRE COUNCIL</b> www.northlincs.gov.uk</p>	<p><b>Director of People</b> Denise Hyde</p>
	<p>Date: 01/09/2014</p>	<p>Scale: Not to scale</p>	
	<p>© Crown copyright and database rights 2014 Ordnance Survey 0100023560</p>		