



# Kirkby on Bain CE Primary School

*'Learning together for life'*



## ADMISSIONS POLICY 2025/26

Kirkby on Bain Church of England Primary School aims to provide an education underpinned by Christian values.

The school has voluntary aided status and, as such, is its own admission authority. Governors will meet their legal obligation to children with special educational needs and disabilities and those "looked-after" by the local authority. 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 place will take place first. Remaining places will be allocated in accordance with this policy. We reserve the right to investigate information submitted as part of the application.

### **Reception year**

The school operates an annual intake of pupils into the reception class in the September following their fourth birthday. The Planned Admission Number (PAN) for each year group is 15. Applications by parents/carers for admission in September 2025 can be made online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions), by telephoning 01522 782030 or by requesting a paper application using the same telephone number. Information packs regarding the application process are available from the school. Where we have offered a child a place at our school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) 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 two terms (terms 5 and 6) of the school year for which it was made, whichever is the 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 should contact the school to discuss this. Parents of summer born children deferring admission until the child starts Year 1 risk losing the offered school place.

Where there are more applications than places available, the governors will admit pupils according to the following criteria, in order of priority. All children will be considered equally at the time the allocations are made. In the event of applications for admissions to other year groups the same criteria will be used.

## **Over-subscription criteria**

Children with an EHCP which names the school in the plan will be admitted prior to considering other applications. If there are more children seeking admission than available places, the following over-subscription criteria will be used to allocate places. 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.

- A. The child is in the care of the local authority or has previously been in care 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.
- B. There is a brother or sister on roll in school at the time of application.
- C. The school is the nearest one to the home address as calculated by Lincolnshire County Council school admissions team
- D. The distance from the home to the school, priority will be given to the child living closest to the school as calculated by Lincolnshire County Council school admissions team

## **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. 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 and other siblings from a multiple birth, all 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, 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.

In the case of brothers and sisters in the same year group, where there is only one place available in the school, both will be considered together as one application. The school will be allowed to go above its admission number by one, except in cases where infant class regulations prevent this from happening. If this happens we can only legally offer one place for one child.

3. "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 electronically to three figures after the decimal point (e.g. 1.543) by Lincolnshire County Council school admissions team using straight line distance 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 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. Where your child normally lives with more than one parent at different addresses during the school week we recommend using 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.

4. 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.

5. Other Children

If any of the over-subscription criteria have too many applicants, then the tiebreak will be by distance. 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.

### **Reserve lists**

- For admission into the intake year the admission authority for Kirkby on Bain CE Primary School will operate a reserve list. In the normal admissions round, if we refuse a place at

our school your child is automatically placed on the reserve list, unless you have been offered a higher preference school.

This list is kept in the order of the oversubscription criteria, as required by the school admissions code. Children can move up and down the list depending on where the other children are ranked against the oversubscription criteria. The admission authority must not take account of the time you have 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 this list until (December 31st of the admitting year). This list is abolished at this time. Parents wishing to remain on this list must contact the school for more information.

### **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 waiting list. Kirkby-on-Bain CE Primary School will participate in the Lincolnshire County Councils fair access protocol.

### **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. Parents wishing to make these requests must contact their home local authority for guidance 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. Kirkby on Bain CE Primary 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

### **In year admissions**

Parents wishing to apply for a place during the school year, in any year group, will need to do so through the Lincolnshire County Council School Admissions Team online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) or by telephoning 01522 782030.

The governors will accept admissions into all year groups if there are places. If there are more applications than places, then the over-subscription criteria will be used to decide who should be offered the place. If the school is unable to offer a place, parents/carers may put their child's details onto a in-year reserve list which is maintained by the school. The child's details will remain on this list until the end of the academic year. Parents/carers should contact the school again in the new academic year if they wish for their child to remain on the list beyond that point. This list is

strictly in the order of the school's published over-subscription criteria, as required by the school admissions code. The length of time the child's name is on the reserve list is not taken into account.

### **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 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 the application is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address. This address will be used 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 because the family does not have an intended address or does not yet currently 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.

We will need the notice of posting or official government letter and posting address before we can consider an application under these arrangements. We allocate a school as soon as possible by applying the policies and practices that we normally follow.

### **Right of appeal**

Parents/carers who are not offered a place for their child have a right to appeal to an independent appeal panel under the 1980 Education Act. Parents/carers wishing to appeal should make a request in writing to the clerk to the governors at the school address.

### **Fraudulent or misleading applications**

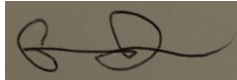
As an admission authority we have the right to investigate any concerns we may have about an application and to withdraw the offer of a place if we consider there is evidence that a fraudulent claim has been made or misleading information provided, for example a false address was given which denied a 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 over-subscription criteria accurately and fairly.

**Review**

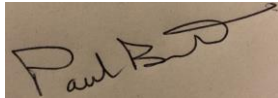
This policy will be reviewed annually with the admissions authority in the light of any changed circumstances in our school or the local area or new government legislation.

Signed



(Headteacher)

Signed



(Chair of Governors)