




<b>Person responsible for Policy:</b>	<b>MRS MELLOWS</b>
<b>Approved:</b>	<b>10/01/2018</b>
<b>Signed:</b>	
<b>To be reviewed:</b>	<b>Summer - September 2018 (or sooner if required by changes to legislation)</b>

## **Lacey Gardens Junior School**

**To inspire children to flourish in learning and living**

### **Admissions Policy 2019 - 2020**

Lacey Gardens is a Foundation school and the Governing Body is the Admission Authority. The school is for children from the age of seven years to eleven. Pupils attending our school come from all areas of Louth and the surrounding villages. Many move from Eastfield Infant School which is situated close by.

The school has been able to maintain and improve its already pleasant environment. It has a large ICT suite and an art and design centre.

Our staff are highly motivated and are kept up to date with the latest developments in education. Our aim is to continue to improve the quality of learning within a caring, healthy and structured environment.

The school has no religious affiliation but is very conscious of its role in the spiritual, cultural, moral and social development of its children.

**The School's Published Administration Number (PAN) is 90**

#### **Co-ordination**

Pupils will be admitted at age 7, on completion of Key Stage 1 of the National Curriculum or its equivalent, if entering the school from another country, without reference to ability or aptitude.

Arrangements for applications for places in year 3 will be made in accordance with Lincolnshire County Council's coordinated admissions arrangements; parents resident in Lincolnshire can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions), parents resident in other areas must apply through their home local authority. Lacey Gardens Junior School will use the Lincolnshire County Council's timetable published online for these applications and the relevant Local Authority will make the offers of places on their behalf as required by the School Admissions Code.

For a midyear place, an application can be made 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.

In accordance with legislation the allocation of places for children with the following, will take place first; Statement of Special Educational Needs (Education Act 1996) or Education, Health and Care Plan (Children and Families Act 2014) where the school is named. Remaining places will be allocated in accordance with this policy.

For entry into year 3 in September we will allocate places to parents who make an application before we consider any parent who has not made one.

### **Oversubscription Criteria**

If the school is oversubscribed, the Governors' Admissions Panel will meet to apply the admissions criteria as follows: Words marked with a number, for example 1, 2 and 3 are explained separately in the definition and notes section.

- A. Looked after children and all previously looked after children (1).
- B. Where a child has a sibling; Governors will ensure that the priority accorded to the children with siblings already attending the school. This takes no account of children who will already have left by the time the child applying for the place starts (2).
- C. A child who attends the recognised feeder school Eastfield Infants' & Nursery School, Louth in Year 2
- D. Straight line distance from the child's home (3) to the school, priority will be given to the child living nearest to the school (4).

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then a lottery will be drawn by an independent person, not employed by the school or working in the Local Authority Children's Service Directorate.

### **Definitions and Notes**

1. A 'looked after child' who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority of their social services functions (see definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

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<sup>nd</sup> 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. Sibling is defined as:
  - A full brother or full sister, whether or not resident in the same household.
  - Another child normally resident for the majority of the term time in the same household, for whom the adult 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.
  - In the case of siblings in the same age cohort and where there is only one place available in the school, they will be considered together as one application. The school will be authorised to exceed its administration number unless it makes the class too large.

3. 'Home' is defined as the address where the child lives for the majority of the 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 parents at different addresses, the homes address for the purposes of school administration 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.

4. The proximity of the child's home to the school will be based on the straight line distance as calculated electronically to three figures after the decimal point (eg 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.

### **Fraudulent or Misleading Applications**

The admission authority has a right to investigate any concerns it may have with respect to the accuracy of information provided by parents on an application form, and to withdraw the offer of a school place if there is evidence that parents have made fraudulent claims e.g. concerning parental responsibility or place of residence.

### **Mid-term Applications**

The Admissions committee of the Governing Body will consider applications from parents made during the school year following the allocation day. If the respective year group total is below the Admission Number for that year group, the child will be offered a place. If the respective year group total is above the admissions number, the child will normally be refused a place and parents/carers made aware of their right to appeal.

### **Right of Appeal**

If you are not allocated a place, you have the right to appeal to an Independent Appeal Panel. The school will provide you with the appropriate paperwork for the appeal. You should obtain this by writing to the Clerk of Governors at the school address, as soon as possible. Your appeal will be heard by an Independent Panel and the decision of the Panel will be binding on the school and the parents/carers.

### **Reserve Lists**

For the admission into year 3, the governors will keep a reserve list. If your child is refused a place at a 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. Names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. The list is kept by the Schools Admission Team until the end of August preceding entry. After this we can keep the reserve list until the end of the autumn term. The time you have been put on the reserve list is not taken into account.

We do not keep any lists for any other year groups. If you wish your child to join the school at another time, please contact us directly.

### **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.

### **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 the parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

Decisions will be made 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 parents' 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 outside 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

### **Children of the UK service personnel (UK Armed Forces)**

In order to meet the Government's military covenant aimed at helping 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 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.

If the above conditions are met, the Governors will not refuse to consider an application because the family does not currently live in the area.