

### North East Lincolnshire Local Authority's Community and Voluntary Controlled Schools Admissions Policy for the Academic Year 2017-2018

All schools have a Published Admission Number (PAN) for the entry year. If the number of applications for places at a particular school is higher than the Published Admission Number (PAN) set for the school / academy, applications will be considered against the criteria set out below. After the admission of children with statements of special educational needs / education, health and care plan (EHCP) where the school / academy is named in part 4 of the statement / recorded in the plan, we will use the following factors, in priority order, to decide which children will be given places. **(In addition, please note that we will always give priority to those who have actually applied for places over those who fulfil any of the criteria but have not actually made an application.)**

- 1 Looked after children (children in public care) or a child who was previously looked after.
- 2 Living in the catchment area.
- 3 Having brothers or sisters who are already at the school / academy when your child is due to start there.
- 4 The last factor is geographical. We will give priority to those living nearest to the school / academy (if there is more than one route, the distance measured is the shortest available safe route for pedestrians), from the front door of the child's home address (including flats) to the main entrance of the school / academy, using the local authority's computerised measuring system. The admissions transfer letter will give you more information or you can contact the Schools Admissions Team for more advice.

Criteria 4 is also used as a tie-breaker. Whenever two children have the same priority based on criteria 4.2 or 4.3, for example, then the child who lives closest to the school / academy will be given the higher priority.

**It is really important to note that attending a school nursery or pre-school setting on a school / academy site does not give you any priority for a place in that primary/infant school / academy.**

#### Notes

**Children who have a statement of special education needs/education, health and care plan (EHCP) where the school is named in part 4 of the statement / recorded to in the plan**

These children will have undergone a statutory assessment of their special educational needs. Where a school / academy is named in part 4 of the statement / recorded in the plan, the school / academy must admit the child.

#### 1. Looked after children

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

#### 2. Rules for residence (catchment)

On 31 December of the year before your child is due to go to primary/secondary school, your child must be living in the school / academy's catchment area. If you move to a school / academy's catchment area after this date, we will not consider your request until we have firm proof (documentary evidence) that you are about to move (for example, a solicitor's letter confirming that exchange of contracts has taken place or a rental agreement). We have the right to investigate

## Appendix 1

whether you live at the address you say you do and we may change any offer if incorrect information has been given. Where parents have shared access to a child only one address can be accepted, parents must agree which address is to be used for the purposes of allocating a school place. If parents cannot agree on an address the local authority will use the address to where the Child Benefit is paid.

### 3. Rules for siblings

Included in this factor are brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters or the child of the parent/carer's partner living at the same address and who will be attending the school / academy at the expected time of admission. In the event of two applications for one vacancy using the above criteria, the authority will apply a tie breaker decision based on geographical distance. The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and the other(s) is/are not.

### Appeals

If we cannot meet your school preference you can appeal against the decision to an independent appeals panel.

### Waiting lists

If your child is refused admission to a school / academy, your child's name will be placed on the waiting list for that school. The waiting list for each school / academy is based on the published admission criteria and all children are kept on that list in order of the criteria for at least the first term of the academic year.

### Fair Access Protocol

North East Lincolnshire Local Authority has a Fair Access Protocol. The Fair Access Protocol ensures that unplaced children, especially the most vulnerable, are offered a place at a suitable school, academy or educational provision as quickly as possible. This includes admitting children above the Published Admission Number (PAN) to schools / academies that are already full.

### Admission of children outside their normal age group

Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group. In addition, the parents/carers of a 'summer born child', i.e. children born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday.

Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Primary and Secondary School Admissions Coordinated Schemes i.e. for entry into Year Reception (and Year 3 for junior schools) and secondary transfer to Year 7. All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school / academy, decision of the relevant admission authority and the best interests of the child.

If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a deferral form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school / academy which may not be successful.

It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in both primary school and on later transfer to secondary school.