Grimoldby Primary School

Admissions Policy

Date of Approval: October 2026

Date for Review: October 2027

1 Introduction

Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. Our school is a foundation school, and it determines the admission arrangements in agreement with the Local Authority. The published admission number is 30. We teach infant children aged 5 to 7 in classes that have a maximum number of 30 children. Children may be admitted into the Nursery from their third birthday on a part time basis.

2 Aims and objectives

We seek to be an inclusive school, welcoming children from all backgrounds and abilities, and all applications will be treated according to this policy.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.

3 How parents can apply for their child to be admitted to our school

Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Applications are made by telephoning the Local Authority or you can apply online at www.lincolnshire.gov.uk/schooladmissions and should be returned by the closing date. Parents resident in other areas must apply through their home local authority. The 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.

Grimoldby Primary School provides for the admission of all children in the September following their fourth birthday.

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 term of the school year for which it was made, whichever is the sooner;

c) where the parents wish, and through discussion and agreement with the school, 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 must contact the school to discuss this.

4 Oversubscription

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

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

Attending our nursery does not give any priority within the oversubscription criteria for a place in a school. Parents must make a separate application for the transfer from nursery to our primary school.

The oversubscription criteria are listed in the order we apply them below:

a) The child is in the care of the local authority or had 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.

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 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 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).

b) Siblings

Where the child has a sibling currently attending our school or is a former pupil in year 7 at secondary school. This takes no account of children who are in year 8 or above by the time the child already applying for a place starts. Sibling refers to other children living in the family home where the child spends the majority of their time whilst attending our school.

Twins and other siblings from a multiple birth:

In these cases all the children will be considered together as one application. If one or more can be admitted within the published admission number, 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.

Brothers and sisters in the same year group:

Where there is only one place available in the school 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 except in cases where infant class regulations prevent this from happening. If this happens we can only legally offer one place because the government's school admissions code makes no exception to the infant class size limit for siblings in the same year group. We will offer the parent one place for one child and a different school for the other child or children.

c) Proximity of the child's home

Proximity of the child's home to the school by straight line distance with those living nearer being accorded the higher priority. Straight-line distance is calculated 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.

By home we mean the address where the child lives for the majority of 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 parent at different addresses, the home address for the purposes of school admissions 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.

5 Tie-breaker

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.

6 Admission appeals

If we do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the Clerk to the Governors at the school. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school.

In the interests of fairness, all applications to the school which would increase a class size above its Published Admission Number (in our school this is 30 places) will be refused, unless in very exceptional circumstances. If this happens you will be told about the independent appeal system.

As there is no statutory right to a nursery place, there is no right of appeal against a refusal.

7 Nursery

Admission into the nursery does not automatically guarantee a place in the reception class.

The nursery operates in accordance with the arrangements and regulations applicable to Registered Early Years Providers which are subject to alteration as and when National and Local policies are formulated.

8 Mid-year admissions

The school's Published Admission Number (PAN) is 30. This means that our limit is 30 children in each class. The governors will accept admissions into other year groups if there are places up to this number. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If there are no places then you will be told of the independent appeal system.

9 Reserve list

For admission into reception the governors will keep a waiting list which we call a reserve list. If we have to refuse a place at our school, your child is automatically put on the reserve list above the one you were offered. This list is in the order of the oversubscription criteria, as required by the school admissions code. This means that names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. The governors must not take account of the time you have been on the list.

For the intake year the list is kept by the Schools Admission Team until the end of August. After this the reserve list is kept by the school until the end of the summer term of the following year.

10 Fair Access

The government has stated that all local authorities must have a Fair Access Protocol 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.

11. Fraudulent or misleading applications

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, 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 oversubscription criteria accurately and fairly.

12. 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.

Grimoldby 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

13. Children of UK service personnel (UK Armed Forces)

For families of UK 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 it is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering 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 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 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 In-year 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. This is because we must only allocate places based on the criteria and must not admit a Services child ahead of another child with higher priority under the 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.