

**MALCOLM SARGENT PRIMARY SCHOOL**  
**ADMISSION POLICY FOR ADMISSIONS IN 2022-2023**

Malcolm Sargent Primary School (the School) provides for the admission of all children in the September following their fourth birthday.

The School's Published Admission Number is 90.

The School will allocate places to parents who make an application before it considers any parent who has not made one.

**Admissions Authority**

The School's governing body is the Admissions Authority.

**Process of Application for the Normal Intake Year (into Foundation Stage)**

Arrangements for applications for places into Foundation Stage at the School will be made in accordance with Lincolnshire County Council's coordinated admission arrangements.

Applications should be made via Lincolnshire County Council. If there are more applications than places, then the oversubscription criteria will be used to decide who should be offered the place. If it is necessary to refuse a place then you will be informed of your right of appeal. Parents can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) or call 01522 782030 for a paper form.

Parents resident outside Lincolnshire 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.

Where the School has offered a child a place:

- 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; and
- 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 must contact the School to discuss this.

### **Process of Application for in-Year Admissions**

Arrangements for applications for places in-year will be made in accordance with Lincolnshire County Council's coordinated admissions arrangements. Parents should contact the school in the first instance for advice regardless of their home local authority. In the event of there being more applications than places available, the oversubscription criteria will be applied to determine which places to offer.

### **Process of Application for the Admission of Children Outside their Normal Age Group**

Parents may seek a place for their child outside 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. Parents resident in Lincolnshire should call 01522 55782030 or email [schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk) for advice. It is important for parents to note that they have the opportunity and responsibility to provide whatever evidence they wish to support their request. Malcolm Sargent will make decisions based on the circumstances of each case and in the best interest 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, the child's medical history and the views of a medical professional;
- whether the child has previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if he/she were not born prematurely;
- the views of the head teacher.

### **Education Health Plans**

In accordance with legislation the allocation of places for children with the following will take place first; Education, Health and Care Plan (Children and Families Act 2014) naming the school in the plan. Remaining places will be allocated in accordance with the oversubscription criteria below.

### **Oversubscription Criteria**

Where applications for admission exceed places available, the following selection criteria will be applied in the order set out below to decide which children to admit. The criteria below are listed in the order we apply them. If there are more applicants than places within a particular category, the next criteria will be applied until the tiebreaker is used.

1. Looked after children and all previously looked after children.
2. A brother or sister who will be attending the school at the expected time of admission.
3. Children of staff at the School who have been employed for two years or more at the time of application or where a staff member has been recruited to fill a vacant post for

which there is a demonstrable skill shortage. A member of staff being teaching or support staff.

4. Straight line distance from home to the School, with the applicant living nearer to the School having priority.

### **Final Tiebreaker**

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 the Children's Services Directorate at the local authority.

### **Definition of Children in Public Care**

A 'looked after child' is a child who is (a) in the care of the 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 the 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 care 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 arrangement orders are defined in s.8 of the Children's Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangement order. Section 14A of the Children's 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).

### **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 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 go above its Published Admission Number as necessary to admit all the children, except in cases where infant class regulations prevent this from happening. If this happens the School 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. The School will only be able to offer the parent a place for one child.

### **Definition of Brother and Sister**

A brother or sister is a child as listed below:

- a brother or sister who shares the same biological parents
- a half-brother, half-sister, step-brother or step-sister
- a legally adopted child or a child legally adopted by a biological or step-parent

All children must live at the same address.

### **Published Admission Number (PAN)**

The School has a Published Admission Number of 90; the infant class size limit of 30 is therefore in force for the Foundation Stage, Y1 and Y2.

### **Home Address**

By home the School means 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. This could include a person who is not a parent but who has responsibility for her or him. It could include a child's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.

Where a child lives normally during the school week with more than one parent at different addresses, the home address accepted 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 two addresses during school term time with a parent, they can choose which address to use on the application.

If you have more than one home, the School will take as the home address the address where you and your child normally live for the majority of the school term time.

### **Distance measurements**

Proximity of a child's home in relation to the school, with those living nearest to the school being accorded the highest priority as measured by straight line distance electronically 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. We measure distance to three decimal places, e.g. 1.256 miles.

### **Reserve List**

For admission into the intake year the School will keep a waiting list which is called a reserve list. If the School has to refuse a place, your child is automatically added to the reserve list, unless you have been offered a higher preference school. 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 applies and is higher placed under the oversubscription criteria. The School must not take account of the time your child has been on the reserve list. For the Foundation Stage intake year, the reserve list is kept by the Lincolnshire County

Council's admissions team until the end of August. After this the School Admissions Code requires that the School keeps the reserve list until the end of the autumn term. Malcolm Sargent will hold the reserve list until the end of the academic year.

Reserve lists for other year groups are also maintained in addition to the intake year, known as in-year admissions. The reserve list for both the intake year and for in-year admissions is kept by the School until either a place is allocated, or parents withdraw their application. The reserve lists are cleared at the end of each academic year. If you would like your child to be placed on the reserve list for the following academic year, please contact the school

### **Children of UK Service Personnel (UK Armed Forces)**

In order to support the military covenant aimed at removing disadvantage for UK service personnel (UK Armed Forces), and Crown Servants returning from abroad the following arrangements will apply;

If an application is supported by an official letter declaring a posting and a relation date then an intention to move to a confirmed address or quartering within the UK will be accepted for a child for the purposes of implementing the oversubscription criteria.

Where an application is not supported by an official letter declaring a posting and relocation date, or is not being made due to a new posting then the child's current address will be used to examine the application against the oversubscription criteria until the child is formally resident in the new address.

Proof of intended occupation of the residential address such as mortgage statement, exchange of contracts or signed tenancy agreement will be required. For applicants participating in the Future Accommodation Model trial, a letter accepting an address under the scheme will be accepted if a signed tenancy agreement cannot be provided.

An offer may be withdrawn if a child does not reside at the address listed on the application form if the school is oversubscribed and use of an incorrect address has resulted in a place being denied to another child who would otherwise have been offered the place.

If a confirmed address cannot be provided and a family have provided the required proof of posting, a unit postal address will be accepted for the purposes of operating the oversubscription criteria. This will be for the base to which the parent has been posted.

In all cases where an applicant is considered after national offer day of the admitting year and parents can demonstrate that the child is a child of a crown servant returning from abroad or is a child of a serving member of the armed forces, the governors will consider whether to offer a place at a school even if the school has reached its official PAN. When making the decision whether to offer over PAN the governors will consider the circumstances of each case including:

- If the applicant would have been offered a place had they applied on time in the admissions round of the year of entry,
- Whether there is any child on the reserve list with higher priority under the oversubscription criteria,
- Whether admission of a further student would prejudice the efficient education and efficient use of resources and this prejudice would be excessive,

The Governors have discretion to admit above the admission number in these circumstances but they are not obliged to do so. If a place is refused, parents will be informed of their right of appeal.

### **Discrimination**

No discrimination for admission will be made on the grounds of disability, ethnic background, academic ability or those diagnosed as having special needs.

### **Fair Access Protocols**

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. Malcolm Sargent Primary School will participate in the Lincolnshire County Council Fair Access Protocol.

### **Fraudulent or Misleading Applications**

As an Admission Authority the School has the right to investigate any concerns it may have about your application and to withdraw the offer of a place if it considers 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. The School reserves the right to check any address and other information provided so it can apply the oversubscription criteria accurately and fairly.

### **Right of Appeal**

If you are refused a place within any year group you have the right of appeal to an Independent Appeal Panel. Please apply in writing to the Clerk to the Governors at the School address as soon as possible. An Independent Panel will hear your appeal and the decision of the Panel will be binding on the School and the parents/carers.