

# The Harrowby/National Schools

“Aim High BELIEVE, Fly High ACHIEVE”



## Trust

*“Those who trust in the Lord will become strong again. They will be able to rise up and soar like an eagle in the sky.”*  
Isaiah 40 v31

## Friendship

*“A friend loves at all times and is always there to help.”*  
Proverbs 17 v17

## Forgiveness

*“Be kind, be humble, gentle and patient. Forgive each other.”*  
Colossians 3 v13

## Wisdom

*“Listen to advice and accept correction. Then in the end you will be wise.”*  
Proverbs 19 v20

## Endurance

*“I can do all things through Christ because he gives me strength.”*  
Philippians 4 v13

## Peace

*“The Fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.”*  
Galatians 5 v22-23

<b>Date Reviewed</b>	<b>September 2021</b>
<b>Date of Next Review</b>	<b>September 2022</b>

## THE HARROWBY/NATIONAL SCHOOLS

### ADMISSIONS POLICY 2022-2023

Harrowby Church of England Infant School and The National Church of England Junior School offer a Christian based education to all children, grounded in the Diocesan vision of excellence, exploration and encouragement within the love of God.

The Published Admission Number (PAN), which is the number of places available in each year group, is Harrowby Church of England Infant School 60 and The National Church of England Junior School 128.

Admission to Harrowby Church of England Infant School as a nursery pupil is in September following a child's third birthday, when they are able to access a full-time place if required. Admission to Harrowby Church of England Infant School as a reception pupil is in September following a child's fourth birthday, when they are entitled to a full-time place. Parents/carers may defer entry to the school until later in the year if they wish, 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 the application was made (whichever is the sooner). Where parents/carers 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 do so in writing to the schools.

Admission to The National Church of England Junior School is in the Autumn Term following a child's seventh birthday. Parents/carers are required to complete a KS2 transfer through the Local Authority.

Admissions are determined by the schools. For the main admissions round there is a legal requirement to comply with the co-ordinated admissions scheme, which is administered by Lincolnshire County Council as the Local Authority (LA). Parents resident in Lincolnshire can apply online at: <https://www.lincolnshire.gov.uk/school-admissions>, they can also apply by telephone or ask for a hardcopy application form by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. The schools 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 entry in September we will allocate places to parents who make an application before we consider any parent who has not made one.

The schools will first meet their legal obligations to children with an Education, Health and Care Plan (EHCP) (Children and Families Act 2014) where the school is named.

The following priorities will be applied for admission to Harrowby Church of England Infant School and The National Church of England Junior School in the order they are set out below:

1. Looked after children and all previously looked after children including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted\*

2. Siblings or Step siblings\* attending Harrowby Church of England Infant School, Little Gonerby Infant School or The National Church of England Junior School at the time of application, or who will be attending the school at the expected time of admission.
3. Children of Staff at the School
  - (a) Where the member of staff has been employed at the schools for two or more years at the time the application for admission is made, **and/or**
  - (b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. For entry to The National Church of England Junior School, attendance at one of the two feeder schools (Harrowby Church of England Infant School or Little Gonerby Church of England Infant School).
5. The distance from school. This will be measured in a straight line 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.

For entry in Reception year, any applications received after the closing date will only be considered after those received by the closing date. For each added child, the list will be ranked again in line with the schools' admission criteria.

### **Oversubscription**

If the school is oversubscribed, the schools maintain a reserve list. Offers of places to families on the reserve list are made according to the criteria given above, as and when spaces become available. Names can move down the list if someone applies and is higher placed under the oversubscription criteria. For the intake year, the list is kept by the Local Authority School Admissions Team until the end of August. After this the school admissions code requires that schools keep the reserve list until the end of the autumn term.

In the event of a tie-breaker, i.e. 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. This applies within each category.

The schools have the right to investigate any concerns they may have with respect to the accuracy of information provided by parents/carers and to withdraw an offer of a school place if there is evidence that a parent has made fraudulent claims, e.g. concerning parental responsibility or place of residence. We reserve the right to check any address and other information provided so that we can apply the oversubscription criteria accurately and fairly.

Parents/carers who are not offered a place for their child have a right to appeal to an Independent Appeal Panel under the 2002 Education Act. Parents wishing to appeal should make a request in writing to the schools. The letter requesting an appeal should reach the schools within 20 school days of the date of notification of the decision.

### **Mid-Year Admissions**

The schools will accept mid-year admissions if there are places. If there are more applications than places then the oversubscription criteria will be applied. If there are no places parents/carers will be told of the Independent Appeals system. Parents can apply online at <https://www.lincolnshire.gov.uk/school-admissions> or call 01522 782030 for a paper form.

### **Admission of Children outside their Normal Age Group**

Parents/carers should contact the LA in the first instance to seek a place for their child outside of their normal age group, e.g. if a child is born in the summer the parent/carer may choose not to send their child to school until the September following their fifth birthday. The LA will inform the school who will make a decision on the basis of the circumstances of each case and in the best interest of the child concerned. This will include taking into account the parents/carers views, information about the child's academic, social and emotional development and where relevant, their medical history and views of a medical professional. Parents/carers will be clearly informed of the reasons for the decision reached. Where granted, the child will be considered for a place in the relevant age group.

### **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 from overseas to live in the area, the schools 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 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 where the parent requests this.

It is the schools' policy that service children will not be disadvantaged and the schools will not refuse a service child a place because the family does not currently have an intended address or does not yet 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 schools 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 schools 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.

## **Fair Access**

The Government has stated that all local authorities must have a Fair Access agreement that allows hard to place children, for example children who have been permanently excluded, to be given a place before any oversubscription criteria is applied and before anyone is considered from the reserve list. The schools will participate in the Fair Access protocol of Lincolnshire County Council.

For the purpose of this Policy, the schools use the following definitions:

\* **By 'Looked after children' we mean:**

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).

\* **By 'Sibling/Stepsibling' we mean:**

Sibling – each of two or more children having one or both parents in common.  
Step Sibling – a child who lives in the same property as another child but does not have a parent in common.

In the case of multiple birth children they 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 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.

This Policy has been drawn up by The Harrowby/National Schools. Before finally determining the Policy the schools consulted with the LA in accordance with the provisions of the Education Act 2002.