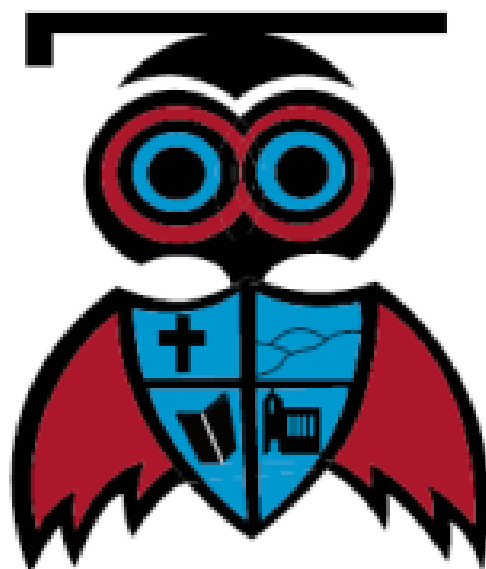


# William Alvey Primary School



Admissions Policy 2025-2026

William Alvey CE School, Sleaford  
**Admissions Policy for 2025/26**

## **1 Introduction**

- 1.1** William Alvey CE School is an academy and the governing body of the William Alvey CE School applies the regulations on admissions fairly and equally to all those who wish to attend this school. This policy conforms to the regulations that are set out in legislation and also further explained in the statutory School Admissions Code and the statutory School Admission Appeals Code.

## **2 Admission number**

- 2.1** In the school year 2025/2026 our planned admission number is 90.

## **3 Parents can apply for their child to be admitted to our school**

- 3.1** Arrangements for applications for places in Reception at William Alvey CE School will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements; parents resident in Lincolnshire can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) they can also apply by telephone or ask for a hard copy of the application form by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. William Alvey C.E 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.

In-year applications can be made online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) or you can request a paper form if required. The Governors will accept admissions into other year groups if there are places available.

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.

### **Expressing a preference does not, in itself, guarantee a place at this school.**

- 3.2** 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) where the school is named. Remaining places will be allocated in accordance with this policy.
- 3.3** In this area, children typically enter school in the September following their fourth birthday. Parents can request part-time placements until the beginning of the term following their child's 5th birthday, or make a request to defer entry 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.

## **4 Oversubscription**

If the school receives more applications than it has places available the Governors will

apply the admissions criteria as set out below. The oversubscription criteria are listed in the order we apply them. If it is necessary to distinguish between more than one applicant in any criteria, the next criteria will be applied until the tie-breaker is used.

**4.1 Looked after children and all previously looked after children 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), 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.

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).

**4.2 Where a child has a brother or sister attending the school concurrent with their sibling's start date or had a sibling attend the school within the last 3 years;**

Sibling should be defined as:

- A full brother or sister whether resident or not in the same household.
- Another child normally resident for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989.

**Twins and other siblings from a multiple birth**

In the case of twins and other siblings from a multiple birth, 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**

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 admission number as necessary to admit all the children, except in cases where this would make the class too large or the infant class regulations prevent this from happening. If the infant class size regulations apply 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 only be able to offer the parent a place for one child.

- 4.3 Children of members of school staff**, where the member of staff has been employed at the school for two or more years at the time at which the application is made or a member of staff is recruited to fill a vacant post with a demonstrable skill shortage.
- 4.4 Straight line distance** from the child's home to the school, priority given to the child living closest to the school.

#### **Home Address ("place of residence")**

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.

Measurements are calculated electronically to three figures after the decimal point (e.g. 1.543 miles) by Lincolnshire County Council between the post office address point of the home to the post office address point of the school. Measurements will be made using straight line distance.

- 4.5 Tie-break.** Final tie-breaker: If the above criteria leave two or more children with equal priority for the last available place a lottery will be drawn for these children only, by an independent person, not employed by the school or working in Children's Service Directorate at the local authority.
- 5.0 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.

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 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.
- The Governors will not refuse a service child a place solely because the family does not 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.

In all cases where a late coordinated applicant is considered after national offer day of the admitting year or as an in year applicant 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.

## **6 Time scales and late applications**

**6.1** All Admission Authorities must operate in accordance with the agreed co-ordinated scheme. Guidance on dates and timelines is provided to parents in “Going to School in Lincolnshire” and the relevant Guide for Parents and Carers, both of which are available from the Local Authority.

**6.2** Parents wishing to make applications beyond the published deadline should proceed in contacting their Local Authority to make an application.

## **7 Waiting list**

**7.1** For admission into the intake year the Governors will keep a waiting list which we call a reserve list. If we refuse a place at our school your child is automatically placed on the reserve list, unless you have been offered a higher preference school. This list is kept in the order of the oversubscription criteria, as required by the school admissions code. Children can move up and down the list depending on where the other children are ranked against the oversubscription criteria. The Governors must not take account of the time you have been on the list when allocating places. For the intake year the list is held by the Local Authority School Admissions Team until the end of August. After this the school keeps the reserve list until the end of the academic year.

Reserve lists are kept for all year groups. If a place is not available at the time of your application we will be happy to keep your child’s name on record until a place becomes available. However, the length of time that a name is on a waiting list is not a guarantee

of a place. Rather, governors will apply the over subscription criteria listed above to all those pupils on the list and the place offered to the child ranked highest. Your child's name will remain on the list until the end of the current academic year, after which time we would ask you to contact us to say whether or not you still require a place. We are happy to repeat this process until you tell us otherwise.

## **7.2 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.

## **8 Admission appeals**

**8.1** If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children.

**8.2** If parents wish to appeal against a decision by the school governors to refuse entry, they can do so by emailing or writing to the school governors and expressing their wish to have the decision considered by an independent appeals panel. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in February 2003.)

## **9 Infant class size**

**9.1** We teach infant children (aged five to seven) in classes that have a maximum number of 30 children.

## **10 In-year admissions**

**10.1** The governors will accept admissions into other year groups if there are places. If there are more applications than places then the over subscription 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.

### **10.2 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. The William Alvey 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

## **11 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. Students allocated under fair access protocols will take precedence over those on a waiting list. William Alvey CE School will participate in Lincolnshire County Councils fair access protocol.

## **12 Review**

**12.1** This policy will be reviewed annually in the light of any changed circumstances in our school or the local area.

**Signed: S Farrington**  
**On behalf of the William Alvey School Governing Body**

**Reviewed: 26.9.2023**

**Approved by Governors: October 2023**