



ADMISSIONS POLICY AY 2025-2026

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## ADMISSIONS POLICY

### For entry into academic year 2025-2026

#### 1.0 Policy determination and implementation

The Aspire Schools Trust (AST) Board has determined this policy and the Local Governing Body (LGB) of Bassingham Primary School (BPS) will make decisions about which children to admit, in line with this policy. Bassingham Primary School's LGB must apply AST's oversubscription criteria shown below if they receive more applications than available places.

**The Published Admission Number (PAN) for Bassingham Primary School is 30.**

#### 2.0 Arrangements for applications

Arrangements for applications for places in the normal year of intake (Reception) will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements. Lincolnshire residents can apply online [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions), by telephone or by requesting a paper application by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. Bassingham Primary School will adhere to timescales outlined in the Lincolnshire Council Co-Ordinated admissions scheme available at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) and the relevant Local Authority will make the offers of places on our behalf as required by the School Admissions Code (2021). In year admissions are dealt with in accordance with the in year section below.

### 3.0 Our statutory duties & allocation of places

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. We will then allocate remaining places 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 a nursery or a pre-school 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 a primary school. The oversubscription criteria are listed in the order we apply them if it is necessary to distinguish between more than one applicant within any one criteria, the next criteria will be applied until the tiebreaker is used. Definitions of terms indicated by numbers are given separately below.

- A. 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 (1).
- B. A brother or sister attending the school at the time of application, or who will be attending the school at the expected time of admission (2).
- C. Students for whom the school is their nearest measured by straight line distance (3). D. Increasing order of straight-line distance (4).

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 for the Aspire Schools Trust.

### 4.0 Definitions

#### 4.1 SEND / Pupils with an EHCP

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

#### 4.2 Looked After Child or Previously Looked After Child

(1) 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 arrangement 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).

#### **4.3 Siblings**

(2) Brother or sister attending the school at the time of application, or who will be attending the school at the expected time of admission. In all cases both children must live at the same address.

We include in this criterion:

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

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

If one or more can be admitted within the published admission number the school may 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

The school may 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.

#### **4.4 Nearest school**

(3) The nearest school is found by measuring the straight-line distance from the child's home address to all state funded schools admitting children in the relevant year group. Measurements are calculated electronically 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.

Details of which school is closest to your home address can be found at

<https://www.lincolnshire.gov.uk/find-nearest-school>

#### **4.5 Straight line distance**

(4) Measurements are calculated electronically from the Post Office address point of the child's home address to the Post Office address point of the school by straight line distance. We measure distance to three decimal places, e.g. 1.256 miles.

We use the distance calculated in this way to apply the final oversubscription criterion.

#### **4.6 Home Address**

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.

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.

We do not take into an account an intention to move for the purposes of implementing the oversubscription criteria aside from forces children and children of crown servants as detailed below.

#### **5.0 Reserve List**

For admission into the intake year (Reception) the Local Governing Body will keep a waiting list which we call a reserve list. If your child is refused a place at a school your child is automatically put on 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 moves into the area and is higher placed on the oversubscription criteria. The Local Governing Body do not take account of the time you have been on the list.

For intake years the list is kept by the School Admissions Team until the end of August each year. After this, Bassingham Primary School abides by the School Admissions Code and keeps the reserve list until 31st December. Further information is available from the school regarding the reserve list.

In addition to this, Bassingham Primary School keeps reserve lists for oversubscribed year groups. If you wish the school to add your child to the reserve list following an in year application you must let the school know. Bassingham Primary School clears the reserve list at the end of each school year, so if you wish your child to remain on the list you must let the school know. If your circumstances change you must let the school know so that they can rank the list accurately and allocate places in accordance with the oversubscription criteria to comply with the School Admissions Code. The Local Governing Body do not take account of the time you have been on the list.

#### **6.0 Appeals**

The procedures for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and organised by the Clerk to the AST Board and entirely separate from the admission system. The decision of the independent appeal panel is binding on all parties.

#### **7.0 In-year Admissions**

The Local Governing Body will accept admissions into other year groups unless this would cause an infant class to be unlawfully large or prejudice to the provision of efficient education or the efficient use of resources. 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. Parents can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions)

## 8.0 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. Bassingham Primary School participate in the Fair Access Protocol of Lincolnshire County Council

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

In order to meet the government's military covenant aimed at helping UK service personnel, and Crown Servants returning from abroad we have adopted the following arrangements. 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 Local Governing Body will:

- Process an application in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address. Intended address or quartering area address. This address will be used 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 Local Governing Body will not refuse a service child a place 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.

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 Local Governing Body 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 Local Governing Body 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.

### **10.0 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.

### **11.0 Final Tiebreaker**

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. 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.

### **12.0 Admission of Children below Compulsory School Age**

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

Where a child has been offered a place:

- That child is entitled to a full-time place in the September following their fourth birthday;
- 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;
- 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.
- Parents of summer born children deferring admission until the child starts Year 1 risk losing the offered school place.

### **13.0 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.

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.

Decisions will be made 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, 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 it were not for being born prematurely
- the views of the head teacher