



Lincoln Bishop King CE Primary School

Dream big. Love God. Live well.

Admissions Policy for 2026/2027

Approved by Governors: 28.11.2024

Preamble

We seek to be an inclusive school, welcoming children from all backgrounds and abilities and all applications will be treated on merit, and in a sensitive manner. 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.

Core Values

Bishop King School is proud of its heritage as a Church of England Primary School. This Christian tradition influences the ethos of the school in which the children are encouraged to achieve their maximum potential within a caring environment. Children are encouraged to take part in all the activities within the life of the school.

Church School Distinctiveness

Our school is led and managed through our vision: 'Dream big. Love God. Live well.'

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

Arrangements for applications for places in Reception at Lincoln Bishop King CE Primary 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, they can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030.

Parents resident in other areas must apply through their home local authority.

Lincoln Bishop King CE Primary 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.

Lincoln Bishop King CE 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, 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.

The Admission Authority is the Governing Body.

Our Pupil Admission Number is 60.

Admission Criteria

In accordance with legislation the allocation of places for children with the following will take place first; Statement of Special Educational Needs (Education Act 1996) or Education, Health and Care Plan (Children and Families Act 2014) where the school is named. Bishop King CE Primary School will then allocate remaining places in accordance with this policy:

1. Looked After Children (LAC) and all Previously Looked After Children (PLAC), 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. 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).
2. Children of staff employed at the school.
3. Children with a brother or sister already in the school and who will still be attending at the time the place is required.
4. Distance of the child's home to the school, with those living nearer being accorded the higher priority, which will be decided by Straight line distance as calculated electronically to three figures after the decimal point (eg 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.

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.

Attendance at the school nursery or Lincoln Central Children's Centre does not confer any priority for admission to the school.

Appeals

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

Parents wishing to appeal must use the school's own appeal form which can be accessed via the school website: <https://www.bishopking.org.uk/Admissions.asp>

The completed form should be sent to enquiries@bishopking.lincs.sch.uk

Admissions appeal timetable.

- Parents, carers, or appellants will have 20 school days from the date of notification that their application was unsuccessful, in order to prepare and submit their written appeal.
- Parents, carers, or appellants will receive written notification of the date and arrangements of their hearing, at least 10 school days before the hearing.
- Bishop King Primary school will allow reasonable deadlines for appellants to submit additional evidence not submitted with the initial appeal but not exceeding 5 days from the original written appeal. This is to allow for admission authorities to submit their evidence, and for the clerk to send the appeal papers to the panel and parties.
- Bishop King Primary school will ensure that the panel clerk sends out the decision letters within 5 school days of the hearing wherever possible.

Bishop King Primary School admissions panel will hear appeals submitted on time within the following timescales:

- for applications made in the normal admissions round, appeals will be heard within 40 school days from the deadline for lodging appeals.
- for late applications, appeals will be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being submitted.
- for in-year application appeals, the panel will hear appeals within 30 school days of them being submitted.

If Bishop King Primary school receives an appeal after the appropriate deadline, Bishop King Primary school will still arrange for the panel to hear the appeal.

Explanations and Definitions:

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. 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).

2. Children of Staff

- Staff employed at the school on a fixed term or permanent contract of employment.
- Natural or adopted children of a member of staff.
- Children who obtain a place through this criteria are entitled to retain the place after the member of staff leaves the school's employment.

3. Sibling

- A full brother or full sister, whether or not resident 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 or Section 579 of the 1996 Education Act.
- 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, the school will admit all the children, unless this would make the class too large and prejudice the education of the other children. 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 admit all the children unless this would make the class too large and prejudice the education of the other children or in cases where infant class regulations prevent this from happening. If this happens, the school

can legally offer one place because the government's School Admission Code makes no exception to the infant class size limits for siblings in the same year group.

4. The home address is considered as 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 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 a parent has more than one home, we will accept the address where the parent and child normally live for the majority of the school term time as the home address.

We do not take into an account an intention to move when considering a home address unless this is for members of the UK Armed Forces or a returning Crown Servant as outlined in the relevant section below.

Reserve list

For admission into the intake years the admission authority 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 admission authority must 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 the School Admissions Code requires that admission authorities keep the reserve list until the end of the autumn term, Lincoln Bishop King CE Primary school retains the list until the end of the school year.

In Year Admissions

The governors will accept admissions into other year groups if there are places. 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 through the parent portal online at:

<https://www.lincolnshire.gov.uk/school-admissions/apply-move-school>

If paper forms are required these can be obtained by calling the Admissions team on 01522 782030.

Fair Access Protocol

The school takes part in the Lincolnshire County Council Fair Access protocol.

Local Authorities are required to agree 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 reserve list or awaiting appeal. Lincoln Bishop King CE Primary School will participate in the Fair Access Protocol of Lincolnshire County Council.

Fraudulent Application

The Governors have the right to investigate any concerns it may have with respect to the accuracy of information provided by parents on an application form and to withdraw the offer of a school place if there is evidence that parents have made fraudulent claims, for example concerning parental responsibility or address given.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly. 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 if a false address was given which denied a place to a child with a stronger claim. If a place is withdrawn, the application will be considered afresh and you will be advised of your right of appeal if a place is refused.

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. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

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 782030 or email schooladmissions@lincolnshire.gov.uk for advice 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.

Lincoln Bishop King CE 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 headteacher.

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 admission authority 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 admission authority 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 coordinated 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 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
- 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.
