LINCOLN ANGLICAN ACADEMY TRUST
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Admission Arrangements for 2027 Intake

Weston St Mary CE Primary School

Reviewed by:	Date:	Changes made:
Academy Committee	March 2027	No changes
Academy Committee	March 2026	No changes
Academy Committee	02.10.2025	Updated wording for 2025 admissions policy as per Lincolnshire County Council guidelines
Academy Committee	04.10.2022	Updated wording for 2024 admissions policy as per Lincolnshire County Council guidelines

Schools serving their communities through excellence, exploration and encouragement within the love of God

I can do all things through him who strengthens me ~ Philippians 4:13

Weston St Mary Church of England Primary School

Admission Arrangements for 2027 intake

The Lincoln Anglican Academy Trust (hereafter, LAAT or Trust) is the admission authority for this school. They are responsible for setting the admission number and determining the oversubscription criteria that apply when applications exceed places. Our policy was last determined in October 2023.

The published admission number for the school is 8.

Arrangements for applications for places in Reception at Weston St Mary Church of England Primary School will be made in accordance with Lincolnshire County Council's coordinated 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 paper application form, by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. Weston St Mary Church of England Primary School will adhere to the timescales outlined in the Lincolnshire County Council Co-ordinated admissions scheme available at 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 admission are dealt with in accordance with the in year section below.

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.

We will allocate places to parents who make an application before we consider any parent who has not made one.

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.

Tie breaker – 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.

Definitions of terms indicated by numbers are given separately below.

A. Looked After Children and 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. Nearest School: measured by straight line distance (3).
D. Increasing order of straight line distance (4).

The intended overall effect of the proposed oversubscription criteria is to maximise the likelihood that local children will gain places at their local school in an oversubscribed year; it is not possible to guarantee this however.

(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 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).

(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

Multiple Birth children

Siblings from a multiple birth – multiple birth children are split by operation of the oversubscription criteria, the school will accommodate all children unless this would make the class too large and prejudice the education of the other children. Multiple birth children are ‘excepted pupils’ to infant class limits if allocated in this way. Brothers and sisters in the same year group – If brothers and sisters in the same year group are split by operation of the oversubscription critieria, the school will accommodate all children unless this would make the class too large and prejudice the education of the other children or when this would breach infant class size limits.

(3) This applies when the school is the nearest state funded school, non-selected, mainstream school to the child's address admitting children to the relevant year group; this is calculated by Lincolnshire County Council school admissions team using straight line distance to three decimal places e.g. 1.234 miles. If you reside in Lincolnshire, you can use the search tool at www.lincolnshire.gov.uk/find-nearest-school to identify which school is your closest school.

(4) Straight line distance 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.

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

Home Address
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, 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, except in the case of the UK Services Personnel applications as detailed below in Children of UK Service Personnel (UK Armed Forces) section.

Reserve List
For admission into the intake year the admission authority for Weston St Mary Church of England Primary School will operate a reserve list. In the normal admissions round 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.

The 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 admission authority 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 this list until December 31st of the admitting year. This list is abolished at Weston St Mary Church of England Primary School. Parents wishing to remain on this list must contact the school for more information.

Right of Appeal
In all cases where a place is refused at a school the applicant will be informed of their right of appeal to an independent panel. The decision of the independent panel is

binding on all parties. Details of how to appeal a decision to refuse admission will be communicated to the applicant at the time of the refusal and will also be available on the Lincolnshire County Council website.

In Year Admissions

Applications should be made via Lincolnshire County Council or directly to the school. Weston St Mary Church of England Primary School will accept admissions to the respective year group at the point of entry. In the event that this would cause an infant class to be unlawfully large cause prejudice to the provision of efficient education or the efficient use of resources it may be necessary to refuse a place. 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 to appeal. Parents can apply online at www.lincolnshire.gov.uk/schooladmissions or call 01522 782030 for a paper form.

Fair Access Protocols

Weston St Mary Church of England Primary School will participate in the Fair Access Protocol of Lincolnshire County Council. A Student allocated under the Fair Access Protocols will take precedence over those on a reserve list or awaiting appeal.

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 relocation 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 family 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 family have provided the required proof of posting, a unit postal address will be accepted for the purposes of operating the oversubscription criteria if parents are

unable to provide an address or prefer to use the unit address. This unit will be 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 class is full. When making the decision whether to offer, 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 Academy Committee have discretion to admit 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.

Fraudulent or Misleading Applications

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 out of Cohort requests

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. 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 outofcohortadmissions@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.

Weston St Mary Church of England 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 head teacher

Weston St Mary Church of England 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 should contact the school to discuss this.

Please see Weston St Mary Church of England Primary School's deferred and delayed admissions policy.