



## Ellison Boulters Church of England Academy

### Admissions Policy 2025-26

| <b><u>Policy Information</u></b>                      |           |                         |                                         |
|-------------------------------------------------------|-----------|-------------------------|-----------------------------------------|
| <b>Status:</b>                                        | Statutory | <b>Reviewed by:</b>     | Standards Committee then Full Governors |
| <b>Cycle of Review:</b>                               | Annual    | <b>Policy Ratified:</b> | March 2024                              |
| <b>Reviewed with changes in line with legislation</b> | 2021      |                         |                                         |
| <b>Signed as accepted:</b>                            |           |                         |                                         |

### **The Ellison Boulters Church of England Academy is the Admissions Authority.**

The Academy was founded to provide education for children of the parish of Scothern, Barlings, Stainton by Langworth and Sudbrooke. It is a school for the whole community whilst it seeks to offer a Christian based education to all children; grounded in the Diocesan vision of “excellence, exploration and encouragement within the love of God”. The Academy values the involvement of all parents in supporting the school’s Christian ethos. As a Church of England Academy, we hold regular Christian collective worship and festivals, both in school and in Church.’

**The Published Admission Number (PAN) for Reception (EYFS)                      38**  
**For the Intake of Reception aged children in                                              September**  
**2025**

This Admissions Policy has been formulated using the School Admissions Code of Practice.

#### **Starting school**

The Academy provides for the admission of all children in the September following their fourth birthday.

Where we have offered a child a place at our Academy:

- 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 Academy 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 Academy to discuss this.

### **Education Health Care Plans**

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). Remaining places will be allocated in accordance with this policy. Remaining places will be allocated in accordance with this policy.

### **Over-Subscription Criteria**

In the event of over-subscription, places will be allocated in accordance with this policy and the following criteria will be applied in the order shown below:

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. 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. A child who has a brother or sister already attending the Academy at the time a place is needed.
3. A child whose home address is in the ecclesiastical parishes of Barlings, Scothern, Stainton by Langworth and Sudbrooke. *(Please see accompanying map for defined areas)*
4. A child of a staff member.
5. Straight-line distance in miles, as measured electronically, calculated 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 Academy. Priority will be given to the child living closest.

*[Definitions of these criteria can be found at the end of this policy.]*

### **Tiebreak**

In the event that there are two or more pupils who cannot be separated on distance, a lottery will be drawn by an independent person, not employed by the Academy or working in Children's Service Directorate at the Local Authority.

The Local Authority is responsible, on behalf of schools, for coordinating applications and informing parents and schools of the outcome of the application process.

### **Process of application for the normal intake year**

Arrangements for applications for places in Reception at Ellison Boulsters Church of England Academy 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 application form, by telephoning 01522 782030. Parents resident in other areas must apply through their home Local Authority. The Academy 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.

### **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](mailto:schooladmissions@lincolnshire.gov.uk) for advice on the procedure to follow.

It is important for parents to note that they will be given the opportunity, and responsibility, to provide whatever evidence they wish in support of their request.

The Academy 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.

### **In Year admissions**

Parents should contact the Academy to find out if there is a place available.

Parents can apply through the parent portal online at:

[Apply to move school – Before you apply - Lincolnshire County Council](#)

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

If there are more applications than places for a particular year group, the oversubscription criteria as detailed above will be used to distinguish how the places will be allocated. In all cases where a place is refused at the school, the applicant will be informed of their right of appeal to an independent panel.

### **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.

### **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 to live in the area from overseas, the Governors 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 to use when considering the application against the Academy's oversubscription criteria;
- Accept a Unit postal address or quartering area address for admissions purposes for a service child where the parent requests it.

The Governors 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 a tenancy agreement or mortgage statement. Please contact the school for details.

For late co-ordinated 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.

### **Reserve list**

For admission into the intake year, the Governors will keep a waiting list, which we call a reserve list.

If we have to refuse a place at our Academy, your child is automatically put on the reserve list for the Reception cohort, unless you have been offered a higher preference school.

This list is in the order of the oversubscription criteria, as required by the Schools' Admissions Code. This means that names can move down the list if someone moves into the area and is higher placed under the oversubscription criteria. The Governors must not take account of the time you have been on the list.

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.

For the intake year the list is kept by the Schools Admission Team until the end of August. After this the School Admissions Code requires the Academy to keep their reserve list until the end of the autumn term.

### **Fair Access Protocol**

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 reserve list or awaiting appeal. Scothern Ellison Boulters Church of England Academy will participate in the Fair Access Protocol of Lincolnshire County Council

### **Appeals**

If your child's application for a place at the Academy is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing more information and forms are available at:

[www.lincolnshire.gov.uk/parents/schools/school-admissions/appealing-for-a-school-place](http://www.lincolnshire.gov.uk/parents/schools/school-admissions/appealing-for-a-school-place)

You can find details of the school's appeals timetable on the same web page.

You must appeal against each rejection separately.

In Reception, Year 1 and Year 2, the class size is limited to 30. Your application can be turned down if all the classes already have 30 children, with few exceptions.

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.

### **Reserve List for Year Groups other than Reception**

Ellison Boulters Church of England Academy operates a reserve list for all other year groups each academic year. The reserve list is ranked in line with the over-subscription criteria in this policy. Priority will not be given to any child based on the date of their application or when their name was added to the list.

If an application to the Academy's Reception intake is unsuccessful, the applicant can request to be put onto the Academy's reserve list for Year groups other than Reception. They will then be notified if a place becomes available.

### **Review**

This policy will be reviewed in line with the Schools' Admissions Code of Practice or every seven years whichever is sooner.

## **Definitions**

### **Looked After Children**

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.

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).

### **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;
- Siblings of pupils in their final year at Ellison Boulsters (Year 6) will also have priority under the sibling criterion; as the pupil would still be attending the Academy at the time of application.

In the case of twins, or multiple births and where there is only one place available in school, all the children will be considered together as one application. We will aim to 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 Academy, the children will be considered together as one application. The Academy 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, 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.

**Ecclesiastical Parish**

An ecclesiastical parish is the administrative parts of the Diocese of Lincoln having its own church and a designated priest. The accompanying map has been provided by the Diocese for clarification of the boundaries of the four parishes mentioned.

**Home Address (“place of residence”)**

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 above.

**Member of staff** (there is no order of priority within this criterion)

- Where the member of staff has been employed at the Academy for two or more years at the time of application for submission to the school is made;  
*and/or*
- The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.



