



Mainstream Primary Schools Admission Policy for the Intake 2026-27

Policy Code:	Ed3
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Community Inclusive Trust – Mainstream Primary Schools Admission Policy for the Intake 2026-27

1. This policy applies to the Lincolnshire Mainstream Primary Schools and Mainstream Primary Academies within the Community Inclusive Trust ("CIT"). The CIT Trustees are the admissions authorities for these schools/academies listed below:

School Name	Location	Pupil Admission Number
The Isaac Newton Primary School	Grantham	60
Caythorpe Primary School	Caythorpe	20
Chapel St Leonards Primary School	Chapel St Leonards	30
Poplar Farm Primary School	Grantham	60
St Paul's Community Primary and Nursery School	Spalding	30
Linchfield Academy	Deeping St James	60
Billingborough Primary School	Billingborough	20
Osournby Primary School	Osournby	15

- 1.1 Arrangements for applications for places in Reception at all CIT schools/academies will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements.
- 1.2 Parents resident can apply online www.lincolnshire.gov.uk/schooladmissions, by telephone or by requesting a paper application form, by telephoning 01522 782 030. Parents resident in other areas must apply through their home Local Authority. Lincolnshire County Council co-ordinated admissions scheme available at www.lincolnshire.gov.uk/schooladmissions for these applications 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.
- 1.3 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.
- 1.4 We will allocate places to parents who make an application before we consider any parent who has not made one.
- 1.5 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 or infant school. Parents must also make a separate application for the transfer from infant to junior or primary school.
- 1.6 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. 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) Those for whom this is their nearest school: measured by straight line distance (3).
- d) Increasing order of straight line distance (4).

Tie breaker: If the distance criterion is not sufficient to distinguish between two or more children who are tied for the last place, a lottery will be drawn by an independent person not employed by the school or working in the Children's Service Directorate at the Local Authority and not employed by CIT.

(1) Looked After Children and Previously Looked After Children

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.

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 Section 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

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. 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

In these cases all the children will be considered together as one application. If twins or multiple birth children are split by operation of the oversubscription criteria, the school/academy will accommodate all 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/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.

(3) Nearest School

The nearest school is found by measuring the straight-line distance from the child's home address to all state funded mainstream schools/academies admitting children in the relevant year group. Measurements are calculated electronically by the Lincolnshire County Council school admissions team from the Post Office address point of the home address to the Post Office address point of the school. We measure distance to three decimal places, e.g. 1.256 miles.

(4) Distance Measurement

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/academy.

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) 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 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.

2. Reserve List

- 2.1 For admission into the Intake Year the CIT Trustees 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. 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 Trustees do not take account of the time you have been on the list when allocating places.
- 2.2 For the Intake Year the list is held by the Local Authority school admissions team until the end of August each year. After this, the school/academy keeps this list until December 31st. This list is then abolished and parents wishing to remain on this list must contact the school for more information.
- 2.3 Parents making in-year applications for a child who is not offered a school place may request that their child's details are put onto an in-year reserve list, which is maintained by the school/academy. The child's details will remain on this list to the end of the academic year, at which point the parents will be contacted to ascertain whether they wish to remain on the list beyond that point.

3. Appeals

- 3.1 The procedures for appeals relating to admissions will be in accordance with all relevant legislation. 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.

4. In-year Admissions

- 4.1 Parents can apply through the parent portal online at www.lincolnshire.gov.uk/schooladmissions or call 01522 782030 and request a paper application form. 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/academy, the applicant will be informed of their right of appeal to an independent panel.

5. Fair Access

- 5.1 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. All CIT Trust schools/academies will participate in the Fair Access Protocol of Lincolnshire County Council's.

6. Children of UK Service Personnel (UK Armed Forces)

- 6.1 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.
- 6.2 For families of 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. 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 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.
- 6.3 For late co-ordinated applications and mid-year applications supported by the appropriate military documentation we will aim to remove any disadvantage to UK service personnel (UK Armed Forces).
- 6.4 The school's 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. 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.

6.5 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.

6.6 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.

7. Fraudulent or Misleading Applications

7.1 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.

7.2 We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

7.3 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.

8. Admission of Children below Compulsory School Age

8.1 All CIT Trust schools/academies provide for the admission of all children in the September following their fourth birthday.

8.2 Where a child has been offered a place at a CIT Trust school/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 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.

9. Admission of Children outside their Normal Age Group

9.1 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 schooladmissions@lincolnshire.gov.uk for advice on the procedure to follow.

- 9.2 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.
- 9.3 All CIT Trust schools/academies will make decisions based on the circumstances of each case and in the best interests of the child concerned.
- 9.4 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.