

# Monkhouse Primary Academy

## ADMISSIONS POLICY 2026/2027

The purpose of this policy is to outline the procedures to admit pupils to our Academy.

### Introduction

Our Local Education Trust is the admission authority and applies the regulations on admissions fairly and equally to all those who wish to attend this academy. The School Standards and Framework Act 2004 introduced a new framework for school admissions. Our admissions policy conforms to the regulations that are set out in the framework and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

Our Academy determines the admission arrangements every year as required by the School Admissions Code of Practice. The Local Authority publishes the admission arrangements for all schools every year on its website and in the Going to Primary School in Lincolnshire booklet. A copy is also published on academy's website.

### Aims and Objectives

We seek to be an inclusive Academy, welcoming children from all backgrounds and abilities.

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 academy/school of their choice. However, this is not always possible, due to excess demand on the places available.

### Published Admission Number

The admissions' number for our academy is 60 per year group from Early Years Foundation Stage to Year 6.

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

Parents have a right to express their preference, but this does not in itself, guarantee a place at any particular school.

Arrangements for applications for places in Reception intake year at Monkhouse Primary 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), parents resident in other areas must apply through their home local authority. Parents can also apply by telephone or ask for a paper application form by telephoning 01522 782030. Monkhouse Primary Academy will adhere to the timescales outlined in the Lincolnshire County 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).

For mid-year admissions, all applications are made to Lincolnshire for places in Lincolnshire schools. Please contact Lincolnshire County Council for an application or apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions). Applications can be made directly through Lincolnshire by out of county residents if their home local authorities do not co-ordinate this process.

Once firm offers of places have been confirmed to parents, we will contact parents to inform them regarding our induction arrangements for our new Reception pupils. This will take the form of a number of visits during the summer term where pupils will have the opportunity to spend time in the Early Years and parents will have an opportunity to talk to staff. At our Induction meeting we will talk about the important role parents play in working in partnership with us.

### **Admissions Criteria**

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

### **Oversubscription Criteria**

The oversubscription criteria are listed in the order we apply them. Words marked with a number, for example: 1, 2 and 3 are explained separately in the definition and notes section.

- 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. There is a brother or sister (2) on roll at the school at the time of application
- C. The school is the nearest one to the home address, as defined in note 3
- D. The distance from the home to the school, priority will be given to the child living closest to the school, as defined in note 4.

These criteria are applied by “working down” such that if there is a tie in a category, categories “beneath” these are then applied until the tie breaker is used (if necessary).

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 and Notes**

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 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. Brother or sister

A full brother or sister, whether or not resident in the same household. Another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 574 of the Education Act 1996.

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 within the Published Admission Number, the school will be allowed to 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

Where there is only one place available in the school the children will be considered together as one application. The school will be allowed to 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.

## 3. Nearest school applies when the school is the nearest state funded, non-selective, 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 <https://www.lincolnshire.gov.uk/find-nearest-school> to identify which school is your closest school.

By home we mean the address where the child lives for the majority of term time with a parent as defined in section 574 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 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.

## Reserve Lists

For admission into the Reception year the governors will keep a waiting list which we call a reserve list.

If a child is refused a place at the Academy, the child is automatically put on the reserve list, unless the child has been offered a higher preference school.

This list is in the order of the oversubscription criteria, as required by the School Admissions Code of Practice. 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.

For the Reception year the list is kept by the Schools Admission Team until the end of August preceding entry. After this the School Admissions Code requires that schools keep the reserve list as a minimum until the end of the autumn term. The Academy will continue to hold the reserve list until the end of the Reception academic year.

If you wish your child to join the academy in another year group and it is full, you can contact the academy and request that your child is added to the reserve list. This will be kept in the order of the oversubscription criteria. The time you have been on the list is not taken into account.

All reserve lists are cleared at the end of each academic year. If you would like your child to be placed on the reserve list for the following academic year, please contact the academy.

## **Appeals**

If a child is not offered a place at this Academy, this will be because the Academy is oversubscribed. If parents wish to appeal against a decision to refuse entry, they can do so by contacting the Academy for the relevant appeal paperwork.

The appeals form can be found on our website –

[Admissions - Monkshouse Primary \(secure-primarysite.net\)](http://Admissions - Monkshouse Primary (secure-primarysite.net))

The procedures for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and are entirely separate from the admission system. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our academy.

## **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. Students allocated under fair access protocols will take precedence over those on a waiting list. Monkhouse Primary Academy will participate in Lincolnshire County Councils fair access protocol.

### **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 relation date, then an intention to move to a confirmed address or quartering within the UK will be accepted. The new address will be used to consider the application against the oversubscription criteria. A unit postal address can be used if the family do not have a confirmed address at the time of application or prefer to use the unit address.

Where an application is not supported by an official letter or is not being made due to a new posting, then the current address will be used to examine the application against the oversubscription criteria until the family are 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 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 school has reached its official PAN. When making the decision whether to offer over PAN 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,

Governors have discretion to admit above the admission number 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.

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

The academy 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.

### **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. 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](mailto: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.

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, 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 Principal

### **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. 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.

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

### **Monitoring and review**

This policy will be monitored by the CEO and Principal, who will always take due note of the guidance provided by the local Admissions Forum.

The policy will be reviewed annually, or earlier in the light of any changed circumstances, either in our academy or in the local area.