



The Lancaster  
SCHOOL

# Admissions Policy 2026-2027

**Approved by:** Chair of Governors  
Miss N. Haughton (Headteacher)  
LCC Consultation – January 2025

**Date:** February 2025

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**Next review due by:** February 2026

# ADMISSIONS POLICY 2026-2027

## Introduction

The Governing Body of The Lancaster school applies regulations on admissions fairly and equally to all those who wish to attend our school.

## Aims and Objectives

We are an inclusive school that welcomes 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 enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible if there is an excessive demand on school places available.

## The admission number and capacity of the school

The admission number is the number of children the school can accept into its Reception Year. The planned admission number for our school is 60.

## Process of application

Arrangements for applications for places in Reception at The Lancaster School will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements. Lincolnshire residents can apply online [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions), by telephone or by requesting a paper application form, by telephoning 01522 782030. The Lancaster School 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) 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.

## Pupils with an Education Health Care Plan

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.

In the event that there are more children seeking admission to either the school, then the school will allocate places utilising the following criteria. It is stressed, that pupils at the nursery do not have automatic entry to the main school simply by being at the nursery. Application must be made on behalf of any child intending to enter the school in September of any year, regardless of whether or not the child is already at the nursery.

## Oversubscribed admission criteria:

1. Looked after children and previously looked after children.
2. There is a sibling who will be on roll when the child applies for a place.
3. Children of staff who have been in a role for at least two years or more at the time at which the application to the admission to the school is made.

4. The distance from the child's home to the school, meaning children who live closest to the school are given priority.

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then a lottery will be drawn by an independent person, not employed by the school or working in the Local Authority Children's Service Directorate.

### **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. 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).

### **Siblings**

Children who have a siblings on roll when the child applies for a place.

. A sibling is defined as;

- a full brother or sister, whether or not resident in the same household.
- a half-brother, half-sister, step-brother or step-sister
- a legally adopted child, a child legally adopted by a biological or step-parent
- This does not account for brothers or sisters who have since left the school.

### **Twins and other siblings from a multiple birth**

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**

Brothers and sisters in the same year group - If brothers and sisters in the same year group 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 or when this would breach infant class size limits.

### **Measurement of distance**

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.

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

### **Home Address**

By home we mean 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 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.

### **Reserve Lists**

For admission into Reception the governors will keep a waiting list which we call a reserve list. If you are refused a place at the school, you will be added to the reserve list automatically unless you have been offered a higher preference. This list is 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 31<sup>st</sup> of the admitting year/another time). Parents wishing to remain on this list must contact the school for more information.

### **In-Year Admissions**

If you wish your child to join the school at other times parents/carers are required to apply for places directly via Lincolnshire County Council. (We welcome parents and carers to contact school to arrange a visit prior to applying for a place). The Admissions department then request a place at the school before notifying parents/carers. The governors will accept admissions into other year groups / mid-year 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.

### **Children of UK service personnel (UK Armed Forces) and returning crown servants**

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 it 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 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 because the family does not have an intended address or does not yet currently 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 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 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.

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.

We will need the notice of posting or official government letter and confirmed address before we can consider an application under these arrangements.

### **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.

### **Children below Compulsory School Age**

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

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- 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.

### **Admissions 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 [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. The Lancaster 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

### **Lincolnshire Fair Access Protocols**

The Lancaster School will participate in the Fair Access Protocol of Lincolnshire County Council. Pupils allocated under Fair Access Protocols will take precedence over those on a reserve list or awaiting appeal.

### **Tie-Break**

If it is not possible to distinguish between one or more applicants within an admissions criteria, places will be allocated to those living nearest the school first measured by straight line distance as outlined. If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then a lottery will be drawn by an independent person, not employed by the school or working in the local authority children's services directorate.

### **Appeals**

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 be available on the school's website [www.lancaster.lincs.sch.uk](http://www.lancaster.lincs.sch.uk).

### **Nursery Places:**

The Lancaster School has a 52 place nursery for 15 hour places. As part of this there are 8 30 hour places for those children who are eligible which are allocated on a first come first served basis and are subject to availability.

Admission into nursery is governed by the school and not the Local Authority. Children entering Nursery should be 3 years of age rising 4. For children to start Nursery after their 3rd birthday they should be 3 before the 31st August. If there are available spaces in Nursery after the September intake then a January intake will take children who turn 3 between the dates of 1st September and the 31st December. If there are still available spaces after a January intake we can also accommodate an Easter intake. Children will need to be 3 between the dates of 1st January to the 31st March.

Oversubscription criteria for nursery is the same as the main school.

Upon the initial offer of a place for their child, parents will be asked for their session preference. ***There is no guarantee that a place will be offered in the preferred session slot.*** A place in nursery does not guarantee a place in Reception and a place must be applied for in accordance with Lincolnshire County Council's co-ordinated admission arrangements.