Consultation

Admission arrangements for Bracebridge Infant and Nursery School

Admissions from September 2028

The Priory Federation of Academies Trust is consulting on changes to the admission arrangements for Bracebridge Infant and Nursery School for admissions in September 2028. The Trust proposes the following changes to the academy's oversubscription criteria, which are included in the proposed arrangements below:

- Introducing an oversubscription criterion in respect of pupil premium and service premium children
- Introducing an oversubscription criterion in respect of children of staff

The introduction of an oversubscription criterion for pupil premium and service premium children moving up from the academy's nursery is in line with guidance given in the School Admissions Code and is designed to promote family and community cohesion.

The introduction of an oversubscription criterion for children of staff is in line with guidance given in the School Admissions Code. This change will have negligible impact on other applicants as the number of such cases is so small. The change will, however, support the appointment of the best possible candidates to work at the academy.

These changes will also bring Bracebridge's admission arrangements in line with those of the Trust's other primary academies (following the school's transfer into the Priory organisation in April 2026).

The consultation period starts on 10th November 2026 and lasts for six weeks. Please email any comments to federation@prioryacademies.co.uk; or send them by post to Mr M Mammatt, Bracebridge Admissions Consultation, Priory Federation of Academies Trust, Clayton Road, Lincoln LN5 8RE. The closing date for receipt of responses is 4pm on 22nd December 2026.

No other changes are proposed to the admission arrangement for Bracebridge Infant and Nursery School for September 2028.

BRACEBRIDGE INFANT AND NURSERY SCHOOL

ADMISSION ARRANGEMENTS for 2028

INFANT-AGE CHILDREN (Reception to Year 2)

1 The admission authority for Bracebridge Infant and Nursery School is The Priory Federation of Academies Trust ("the Trust"). These admission arrangements were determined by the Trust on XX XXXXXXX XXXX. They form part of the Trust's admission policy. In drawing up the arrangements, the Trust has followed statutory guidance from the government in the School Admissions Code. You can find the code at: www.gov.uk/government/publications/school-admissions-code--2.

ADMISSION NUMBERS FOR PRIMARY SCHOOL PLACES

2 Bracebridge Infant and Nursery School will have the following published admission number (PAN) for the relevant year group in the school year 2028/29 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

a) 30 pupils in the Reception Year (age 5 during the Reception Year).

APPLICATIONS TO THE RECEPTION YEAR (age 5)

Process of application

3 You make applications for places at the start of the Reception Year at the academy through the co-ordinated admission arrangements in the local authority area in which your child lives. You apply using the Common Application Form (CAF) provided and administered by the relevant local authority. In year admissions are dealt with in accordance with the IN-YEAR ADMISSIONS section below.

4 Parents resident in Lincolnshire can apply online through Lincolnshire County Council's website: https://www.lincolnshire.gov.uk/school-admissionsYou 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 the local authority in which they live.

5 The academy will normally admit pupils at the beginning of the school year in which they reach the age of 5 (that is, from the September following their fourth birthday). Parents offered a place can choose to delay entry until later in the same school year, but must ensure their child begins school by the time they are of compulsory school age (the start of the term after their fifth birthday). Parents offered places from September must also take them up by the beginning of the following summer term. Parents may also choose that

their child takes up the place part-time until the child reaches compulsory school age. We advise that any parent considering either option should contact the academy to discuss the arrangements, preferably before applying.

6 Bracebridge Infant and Nursery School will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Lincolnshire local authority:

a) By 1 September – Bracebridge Infant and Nursery School will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (for example in September 2026 for admission in September 2027). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the academy.

b) By the end of November – Bracebridge Infant and Nursery School will provide opportunities for parents to visit the academy.

c) By 15 January – parents complete the CAF and return it to the relevant local authority to administer

d) Between 16 January and 15 April –

- the local authority sends application information to the academy for consideration
- Bracebridge Infant and Nursery School sends a list of pupils to be offered places by the Trust to the local authority.

e) 16 April - the relevant local authority will make the offers of places to parents of pupils joining primary provision on behalf of the Trust, as required by the School Admissions Code. If we are not able to offer a place, you can appeal against that decision.

Admission criteria for the Reception Year (age 5)

7 Bracebridge Infant and Nursery School will consider all applications for places at the academy. Where the number of applications is less than or equal to the published admission number, we will offer places to all those who have applied.

8 Where the number of applications is greater than the published admission number, Bracebridge Infant and Nursery School will first accept all pupils with an education, health and care (EHC) plan (as defined in the *Children and Families Act 2014*) that names the academy.

Oversubscription criteria for the Reception Year

The terms used in the following paragraph are explained in detail in a set of definitions at the end of these arrangements.

9 After the admission of pupils with EHC plans that name the academy, we will consider applications for the remaining places against the criteria set out below.

The criteria below will be applied in the order in which they are set out. If applying any criterion would result in the year group being oversubscribed, the subsequent criteria will be applied, in order, to decide which applicants will be admitted.

a. looked after children, or previously looked after children

b. siblings of pupils who are on the roll of the academy at the time of the application

c. children eligible for the early years pupil premium, the pupil premium or the service premium who are in a pre-school class in Bracebridge Infant and Nursery School

d. children of a member of staff of the academy who has been employed at the academy for two or more years at the time of the application, or who has been appointed to a vacant post for which there is a demonstrable skill shortage

e. children who live nearest to the academy measured by the straight-line distance from the child's home address to the academy's main entrance.

In the event that two or more applicants under criterion 9e live the same straight-line distance from the academy, the place or places will be allocated at random by a person independent of the academy and the local authority.

IN-YEAR ADMISSIONS

10 The Academy will consider all applications to year groups in which the school provides education. If the Academy is able to provide a place in a year group without prejudicing the efficient provision of education or use of resources, then the Academy will admit the child. In the event that such an application would cause an infant class (Reception Year, Year 1 and Year 2) to be unlawfully large, it may be necessary to refuse a place.

11 If there are more applications than places then the same oversubscription criteria set out for the Reception Year above will be used to decide who should be offered places.

12 You should make in-year applications through Lincolnshire County Council's school admissions team. You can apply online at https://www.lincolnshire.gov.uk/school-admissions. Details of Lincolnshire's coordinated scheme for in-year admissions can be found at https://www.lincolnshire.gov.uk/school-admissions/apply-move-school. You can also ask for a hard copy application form by telephoning 01522 782030 or emailing

schooladmissions@lincolnshire.gov.uk. Hard copy applications should be returned to Lincolnshire County Council.

13 The School Admissions Code sets a target date for a response within 10 school days but you will always be notified in writing of the outcome of your application within 15 school days. If we are not able to offer a place, you can appeal against that decision.

ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP

14 The academy will normally admit pupils into the designated year group for their age. Parents may seek a place for their child outside their normal age group if, for example, the child is gifted or talented, or has experienced significant problems such as ill health. These requests need to be made in writing to the academy, giving reasons for the request, as well as applying on the common application form (CAF).

15 The academy will also consider applications from summer-born children (born after 1 April) to begin school in the Reception Year in the September after they reach the age of five, rather than with their designated age group. Any parent considering this should contact the academy to discuss the implications of this arrangement before applying.

16 If the request is to delay admission for a year, you are advised to make the request to the academy alongside completion of a CAF as early as possible in the admissions round so that, if it is not agreed, you have a completed CAF in good time for entry into the designated year group. If delayed entry is agreed, you will need to make your application on the CAF in the subsequent year. The academy's agreement to delayed entry does not guarantee a delayed place in this or any other school, as the relevant oversubscription criteria for the agreed year of entry will still apply and decisions are only relevant to the individual school.

17 If the request is for admission a year early, you will need to complete a CAF for the intended year of entry alongside your request to the academy. If early entry is not agreed, you will need to make another application for admission into the designated year group in the subsequent year.

18 Any parent considering delayed or early entry should contact the academy to discuss the implications of this arrangement before applying. Each request for admission outside the normal age group will be dealt with individually to ensure all the circumstances are taken into account when making a decision. The decision will always be taken in the best interests of the child. Parents have a statutory right to appeal against refusal of a school place, but this does not apply if a place is offered but is not in the preferred age group. In coming to a decision, the academy will consider a range of evidence as set out in the School Admissions Code, including that provided by the parent, and take 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.

CHILDREN OF UK MILITARY PERSONNEL

19 The Trust aims to support the military covenant by removing any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area. The Trust will not refuse a place to a child of relocating service personnel or returning Crown Servants solely because the family does not yet have an intended address or does not yet live in the area. For all applications, the Trust will:

a) process an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date
b) use the address where the child will live when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address, or a Unit or quartering address where the parent requests this.

Evidence of an intended residential address, such as a tenancy agreement or mortgage statement, will be required.

20 For late applications and in-year applications the Trust will also consider whether:

a) an application from that address would normally succeed in an oversubscribed year
b) any child on the waiting list has a higher priority under the oversubscription criteria
c) the admission of another child would seriously prejudice the provision of efficient education or the efficient use of resources.

OPERATION OF PRIMARY WAITING LISTS

21 The academy will operate a waiting list (sometimes called a reserve list) until 31 December each year for all unsuccessful applicants for each year group in which the academy provides education. A child's position on a waiting list will be determined solely in accordance with the oversubscription criteria set out for the relevant year group above.

22 The waiting list for the normal intake to the Reception Year at the start of the school year is managed by Lincolnshire local authority's School Admissions Team from 16 April until the end of August each year. If we refuse a place at the academy during this period, your child is automatically placed on the waiting list, unless your child has been offered a place in a higher preference school. After the beginning of September each year the waiting list is managed by the academy.

22 Where places become available the academy will allocate places to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list. Children can move up or down the waiting list because the list will be reordered in accordance with the oversubscription criteria every time there is a new applicant, an applicant's details change or an applicant leaves the waiting list. You will need to inform the academy of your new address and any other new contact details if you move house while on the waiting list.

24 Once the waiting list has closed in each year group on 31 December, you will need to reapply if you wish your child to join the academy at a subsequent point. Further applications should be made using the arrangements for IN-YEAR ADMISSIONS set out above.

RIGHT OF APPEAL

25 You have the right to appeal to an Independent Appeal Panel if your child is refused a place at the academy in any year group. Parents and carers will be informed of the reason why admission was refused. The appeal panel is set up under the School Admission Appeals Code. The decision of the independent panel is binding on all parties. Appeals related to pre-school admissions are heard by a panel set up by the academy's local governing body. Details of how to make an appeal will be provided when a parent is informed of a decision to refuse their child a place.

FAIR ACCESS PROTOCOL

26 The academy and Trust will participate fully in the Lincolnshire local authority's *Fair Access Protocol*, which makes sure that unplaced children, especially the most vulnerable children, are offered a place at a suitable school as quickly as possible. This can involve admitting children to schools or year groups that are already full. Children allocated a place under the *Fair Access Protocol* take precedence over those on a waiting list or awaiting the outcome of an appeal.

CONCERNS ABOUT APPLICATIONS

27 As the admission authority for the academy, the Trust has the right to investigate any concerns it has about an application. The Trust may withdraw an offer of a place if it is found within one year that parents have made a fraudulent claim or provided intentionally misleading information, such as a false address. The Trust reserves the right to check any information provided so it can apply the oversubscription criteria accurately and fairly.

CHANGES TO APPLICATIONS

28 Where a child's circumstances change, for example a change of address or when a sibling joins the school after the deadline for applications has passed, the new information will be taken into account in line with the timescales outlined in the Lincolnshire County Council co-ordinated scheme. Parents need to contact the academy or the local authority

admissions team so that the application can be amended to include the new information. This will be treated as a revised application.

DEFINITIONS

Looked after children and previously looked after children

29 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.

30 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), including those children who appear to the Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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.

31 Previously looked after children 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 Act 2002 (see section 46 adoption orders).

32 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.

33 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

34 A sibling is defined as:

- *a natural brother or sister, whether or not a resident in the same household*
- *another child normally in residence for the majority (more than 50%) of term time in the household for whom the adult in the household has parental responsibility as defined in the Children Act 1989 (for example, adopted siblings, half-brothers and sisters, step-brothers or sisters, and foster brothers or sisters)*
- *any child in the household where an adult is defined as a parent for the purposes of section 576 of the Education Act 1996.*

35 In the case of twins or other children from multiple births and where fewer places are available than requested, the applications will be considered together as one application.

The academy will then admit all the applicants, including in infant classes, where it would be an exception to the infant class size limit, unless this would prejudice the efficient provision of education or use of resources.

36 In the case of more than one sibling not from a multiple birth applying to join the same year group and where only one place is available, the applications will be considered together as one application. The academy will then admit all the applicants, except in infant classes, where the infant class size limit still applies, or where this would prejudice the efficient provision of education or use of resources. In these circumstances, only one place would be offered.

Children of staff

37 Staff means an employee of the Priory Federation of Academies Trust who is deployed for the largest proportion of their working time at the Bracebridge Infant and Nursery School. If the staff member is deployed for equal amounts of time at more than one of the Trust's academies, then the staff member can select one, and only one, of these academies as the academy at which they work.

Home address

38 This is the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989 or where an adult in the household is defined as a parent for the purpose of section 576 of the education Act 1996. This could include a person who is not a parent but who has parental responsibility for her or him. It will not usually include other relatives such as grandparents, uncles, aunts etc. unless they have all the rights, duties, powers and authority which by law a parent of a child has in relation to the child and their property.

39 In the case of a child who normally lives during the school week with more than one parent at different addresses, or if the family has more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time. In either scenario if you can show that your child spends an equal amount of time at both addresses during school term time, you can choose which address to use on the application.

Distance

40 Distances are measured in a straight line and are calculated to three decimal places (for example 1.543 miles) by the Lincolnshire County Council school admissions team, using Servelec's "Synergy" system. Information about the address used for each application is taken from the Ordnance Survey AddressBase database, which provides 12 figure X and Y coordinates for each individual property, usually at the centre of the property. Distances are measured from this point of the child's home to the gate at the main entrance to the academy on De Wint Avenue, Lincoln).