



## Bracebridge Infant and Nursery School

Francis Street, Lincoln, LN5 8QG

01522 520591

<b>Policy</b>	Admissions Policy
<b>For Entry</b>	September 2026 – July 2027
<b>Date Agreed</b>	January 2025

The Board of Trustees is the admission authority for Bracebridge Infant and Nursery School. This means that it is the Board of Trustees that set and applies the Admissions Policy for the school. All decisions regarding the admission of children into the school are made with reference to this policy.

In determining the Admission Policy the school complies with current legislation. There is a Statutory Code of Practice on School Admissions set out by the Department for Children, Schools and Families in the School Standards and Framework Act 1998 that states no school providing education for children up to the age of seven-years-old should exceed class sizes of 30 children.

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's and Families Act 2014). Remaining places will be allocated in accordance with this policy.

Local Authorities are required to agree **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. Bracebridge Infant and Nursery School will participate in Lincolnshire County Councils fair access protocol. Students allocated under Fair access protocols will take precedence over those on a reserve list or awaiting appeal.

For entry into Reception in September we will allocate places to parents who return an application before we consider any parent who has not returned one. Bracebridge Infant and Nursery School provides for the admission of all children in the September following their fourth birthday.

The school places no constraints on who may apply for entrance to the school and all applications will be considered and processed in accordance with the guidelines in this document. Children will be admitted without reference to ability or aptitude.

Arrangements for applications for places in Reception at Bracebridge Infant and Nursery School 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/admissions](http://www.lincolnshire.gov.uk/admissions). They can also apply by telephone or ask for a paper copy of the application form, by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority.

Bracebridge Infant and Nursery 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 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.

Parents interested in deferring admission or arranging part-time attendance must contact the school to discuss this.

### **Out of Cohort Requests**

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.

Bracebridge Infant and Nursery 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

Bracebridge Infant and Nursery 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 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.

Late applications, (those submitted after the closing date), will also be handled by the LA Admissions Team.

For admission in September into the Reception year, the LA, on behalf of the trustees, will offer 30 places to children. This is Published Admission Number (PAN) for that year group. In the event that more than 30 applications are received, the oversubscription criteria will be applied to determine priority of places.

When an application is refused, the child's details are automatically placed on a reserve list. Please see section 6 Reserve List for details.

### **Oversubscription criteria**

**The oversubscription criteria are listed in the order we apply them:**

- A. 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. (1)
- B. There is a brother or sister (2) at the school who will still be attending when the child is due to start.
- 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 the school, as defined in note (4).

If it is necessary to distinguish between more than one applicant in any criteria, the next criteria will be applied until the tiebreaker is used (see section 5 for the tie-breaker protocol).

Words marked with a number, for example 1, 2 and 3 are explained separately in the definition and notes section below.

## **Definitions and Notes**

### **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.)**

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 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).

### **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 576 of the Education Act 1996.

### **3. The Nearest School**

This applies when the school in 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 using straight line distance to three decimal places (eg 1.543 miles). If you reside in Lincolnshire, you can use the search tool <https://www.lincolnshire.gov.uk/find-nearest-school> to identify which school is your closest school.

The home address is considered as the address where the child lives for the majority of the school term time with a parent (as defined in section 576 of the Education Act 1996). Where your 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 that where your child spends the majority of the school 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.

#### **4. The Nearest Address**

The nearest address to the school is found by measuring the distance from your address to the school by straight line distance. Straight line distance is 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. We do not measure to other schools.

#### **5. Tiebreak / Independent Lottery**

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 tiebreaker is used.

Tie breaker:

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 Services Directorate at the local authority.

#### **6. Reserve List**

For admission into the intake year the admission authority for Bracebridge Infant and Nursery School will keep a waiting list which we call a reserve list. In the normal admissions round if we refuse a place at our school your child is automatically put on the reserve list unless you have been offered a higher preference school.

The list is kept in the order of the oversubscription criteria, as required by the school admission code. This means that children can move up and down the list depending on where the other children are ranked against the over subscription 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 kept by the Local Authority School Admission Team until the end of August. After this, the school keeps the reserve list until the end of the autumn term (31<sup>st</sup> December ) of the admitting year when the list is abolished and parents wishing to remain on this list must contact the school for more information.

Reserve lists will be kept for all year groups, if necessary, in accordance with the criteria above. The time you have been on the list is not taken into account.

## **7. Nursery Class**

A child's attendance at the Nursery within the school does not guarantee that child a place in the Infant School. (Please note there is a separate Nursery Admissions Policy).

## **8. 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 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.

## **9. 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 also be available on the Lincolnshire County Council website [www.lincolnshire.gov.uk/school-admissions/appeal-school-place/2](http://www.lincolnshire.gov.uk/school-admissions/appeal-school-place/2)

## **10. In Year Admissions**

Applications should be made via Lincolnshire County Council or directly to the school.

If there are more applications than places, then the oversubscription criteria will be used to decide who should be offered the place. If it is necessary to refuse a place, then you will be informed of your right to appeal. For applications via Lincolnshire County Council, parents can apply online at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) or call 01522 782030 for a paper form.

## **11. Service Personnel and Crown Servants**

In order to support the Government's Military Covenant aimed at removing disadvantage for UK service personal (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 relocation date then an intention to move to a confirmed address or quartering within the UK will be accepted for a child for the purposes of implementing the oversubscription criteria.

Where an application is not supported by an official letter declaring a posting and relocation, or it 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 in 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 trail, 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 purpose 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 an applicant is considered after national offer day of the admitting year and 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 trustees 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 trustees 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,*

The Trustees 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.

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 Trustees 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 trustees 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.

Evidence on an intended address will be required such as a tenancy agreement or mortgage statement. Please contact the school for more details.

The trustees 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 to appeal.

## 12 Twins and other siblings from a multiple birth

If twins or 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

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.

## Further Information

There is more information about Lincolnshire schools and the admission process at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions).

For further advise contact either:

### ***The Lincolnshire School Admissions Team***

Telephone: 01522 782030

Email: [admissions@lincolnshire.gov.uk](mailto:admissions@lincolnshire.gov.uk)

*or*

### ***Bracebridge Infant and Nursery School***

Telephone: 01522 520591

Email: [enquiries@bracebridge.lincs.sch.uk](mailto:enquiries@bracebridge.lincs.sch.uk)

Signed



Mr Rob Pitman  
Chair of Trustees