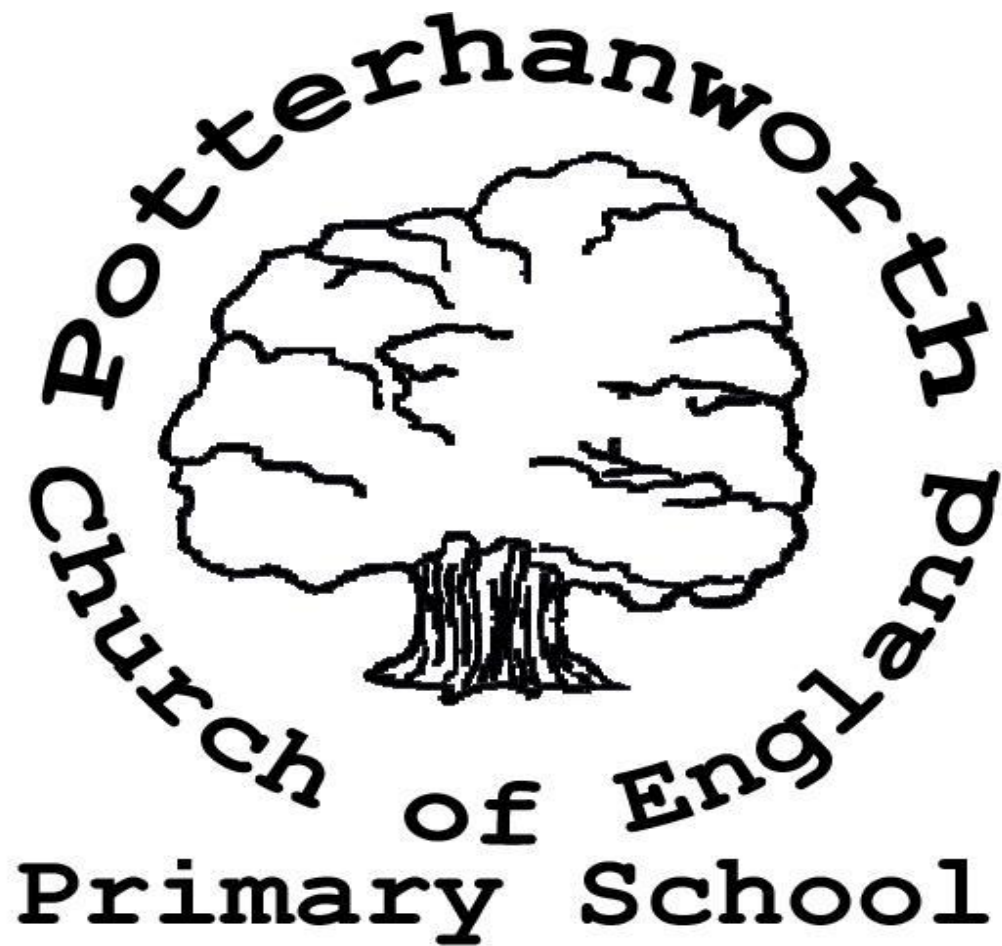


Potterhanworth Church of England Primary School  
Admissions Policy



**Our Christian Values**

Our Christian values are respect, fairness, commitment, trust, friendship and responsibility.

**Equality and Diversity Statement**

At Potterhanworth Church of England Primary School we promote equality of opportunity. We promote positive attitudes and encourage active participation of all stakeholders regardless of race, gender, disability, age, religion, belief and sexuality.

In so doing we strive to eliminate any unlawful discrimination or harassment of any group and where any such harassment is found appropriate action will be taken immediately.

**Potterhanworth Church of England Primary School follows the Admissions Policy of Lincolnshire County Council as set out below.**

**LINCOLNSHIRE COUNTY COUNCIL PRIMARY SCHOOL ADMISSION POLICY FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS.**

The County Council has delegated to the governing bodies of individual community and controlled schools the decisions about which children to admit. Every school must apply the County Council's oversubscription criteria shown below.

In accordance with the 1996 Education Act, the allocation of school places for children with a statement of special educational needs will take place first. The remaining places will then be allocated in accordance with this policy.

For entry into reception in September the County Council will allocate places to parents who return an application before they consider any parent who has not returned one.

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

Oversubscription criteria

A. The child is in the care of the local authority. (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 child meets the religious criteria published by an individual Church of England or joint Church of England and Methodist school, (3) which has chosen to give priority on religious grounds. **(NB Potterhanworth does not give priority on religious grounds)**

D. The school is the nearest one to the home address, as defined in note 4.

E. The distance from the home to the school, priority will be given to the child living closest the school, as defined in note 5.

## Definitions and notes

1. A child in the care of the local authority is provided with accommodation by them in accordance with section 22 of the Children's Act 1989, at the time of application.
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.

In the case of twins, or brothers and sisters in the same year group, where there is only one place available in the school, both will be considered together as one application. The school will be allowed to go above its admission number by one, except in cases where infant class regulations prevent this from happening. If this happens we can only legally offer one place. County will offer the parents one place for one child and a different school for the other child. Alternatively they could offer both children a place in another school and if this school qualifies for free transport they will provide it for both children.

3. A number of Church of England schools give priority to children who meet their religious criteria. **Potterhanworth Church of England Primary School does not give priority using religious criteria.**

4. The nearest school is found by measuring the distance from your address to all schools by driving distance along public highways. County measure electronically along public highways using the post office address point of the home to the post office address point of school.

By home County mean 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 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. This could include a person who is not a parent but who has responsibility for him or her.

It could include a child's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc. unless they have all rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.

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 of the parent who lives closest, as measured by driving distance, to the school in question.

If you have more than one home, County will take as the home address the address where you and your child normally live for the majority of the school term time.

5. The nearest address to the school is found by measuring the distance from your address to the school by driving distance along public highways. County do not measure to any other schools. County measure electronically along public highways using the post office address point of the home to the post office address point of the school.

6. If any of the oversubscription criteria have too many applicants then the tie-break will be by distance using the method in note 5.

#### 7. Reserve list

Reserve lists are kept. This school complies with over-subscription criteria.

#### 8. Appeals

The procedures for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and organised by the County Council Legal Services Section and entirely separate from the admission system. The decision of the appeal panel is binding on all parties.

#### 9. Mid-year admissions

The County Council's School Admissions Team is responsible for co-ordinating all mid year admissions. If there are no places then you will be told of the independent appeal system

#### 10. Fair Access

The government has stated that all local authorities must have a Fair Access agreement that allows hard to place children, for example those that have been permanently excluded, to be given a place before any oversubscription criteria are applied and before anyone is considered from the reserve list. Such children are shared out to make sure no one school has to take too many of these children.

11. For entry into an infant school a brother or sister at the junior school will be taken into account.

#### **The standard number (PAN)**

The Pupil Admissions Number for Potterhanworth Church of England Primary School is 15 per year group i.e. the number of children the school can accommodate. We keep this number under review and the governors will apply to change the number if circumstances allow.

#### Infant class size

We teach infant children (aged five to seven) in classes that have a maximum number of 30 children