

Admissions Policy 2025 to 2026

1.0 INTRODUCTION / SCOPE

- 1.1 This policy outlines the nature, action and management practice for admitting children to this school. The Governing Body is the admission authority for this school.

2.0 NATURE AND PURPOSE

- 2.1 An admissions policy sets out the detail under which children of school age are admitted to Branston Junior Academy.

3.0 ACTION AND MANAGEMENT

- 3.1 Branston Junior Academy usually provides for the admission of all children in the September following their seventh birthday. They usually transfer to their secondary schools in the September after their eleventh birthday.
- 3.2 The Published Admission Number (PAN) for the school is 45. 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 accordance with this policy.
- 3.3 If the school is oversubscribed in any year, Governors have decided, in line with Local Authority guidance, that the following oversubscription criteria will be used. These are written in the order they are applied:
- The child is in the care of the local authority or had previously been in care, 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. (see note 4.1)
 - There is a brother or sister on roll at the school at the time of application. (see note 4.2)
 - Children attending Branston Church of England Infant Academy at the time of applying. (see note 4.3)
 - Branston Junior Academy is the nearest school to home. (see note 4.4) Distance from home to school will be used to decide which child to offer, with the child living closest receiving priority (see note 4.4.)

4.0 DEFINITIONS AND NOTES

4.1 The child is in the care of the local authority or had previously been in care.

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.

- 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).

4.2 **There is a brother or sister on roll at the school at the time of application.**

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.

4.3 **Children attending Branston Church of England Infant Academy**

Children who are a pupil at our main feeder school – Branston Church of England Infant Academy at the time of application.

4.4 **Nearest School and Distance Measurements**

This applies when the school is the nearest state funded, non-selective, mainstream school to the child's address admitting children to the relevant year groups; this is calculated by Lincolnshire County Council school admissions team using straight line distance to three decimal places eg; 1.234 miles from the Post office Address Point of the home to the Post Office Address Point of the school.

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 address, 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).

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 accept the address where the parent and child normally live for the majority of the school term time as the home address.

5.0 USE OF TIEBREAKER

5.1 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 tie-breaker 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 Service Directorate at the local authority.

6.0 SIBLINGS, TWINS AND MULTIPLE BIRTHS

6.1 Where 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.

6.2 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.

7.0 APPEALS

7.1 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 admissions will be communicated to the applicant at the time of the refusal and will also be available on the Lincolnshire County Council website.

7.2 The procedure 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.

7.3 Information about the appeals procedure will be outlined on the response letter or can be found at www.lincolnshire.gov.uk/schooladmissions or in the document "Going to Primary School in Lincolnshire".

8.0 FAIR ACCESS PROTOCOLS

8.1 Branston Junior Academy will participate in the Fair Access protocol of Lincolnshire County Council. Students allocated under Fair Access protocols will take precedence over those on a reserve list or awaiting appeal.

9.0 UK SERVICE PERSONNEL (UK ARMED FORCES)

9.1 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 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.

9.2 The Governors will not refuse a service child a place because the family does not have an intended address or does not yet live in the area.

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

9.4 For late coordinated 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.

9.5 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.

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



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10.0 PROCESS OF APPLICATION

- 10.1 Arrangements for applications for places in Year 3 at Branston Junior Academy will be made in accordance with Lincolnshire County Council's coordinated admission arrangements; parents resident in Lincolnshire can apply online at www.lincolnshire.gov.uk/schooladmissions, they can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030.
- 10.2 Parents resident in other areas must apply through their home local authority. Branston Junior Academy will adhere to the timescales outlined in the Lincolnshire County Council coordinated admissions scheme available at 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 (2014).
- 10.3 Arrangements for applications for Years 3, 4, 5 or 6; after September 2025; need to follow the procedures for 'In Year Admissions'.

11.0 IN-YEAR ADMISSIONS

- 11.1 In year applications should be made to Lincolnshire County Council at <https://www.lincolnshire.gov.uk/school-admissions/apply-move-school>. You can also request a paper form if required.
- 11.2 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 of appeal. Parents can apply online at www.lincolnshire.gov.uk/schooladmissions or call 01522 782030 for a paper form.

12.0 WAITING LIST

- 12.1 For admission into the intake year (Year 3), the Governors will keep a Waiting List. In the normal admission round if we refuse a place at our school your child is automatically placed on the reserve list, unless you have been offered a higher preference school.
- 12.2 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 governors must not take account of the time you have been on the list when allocating places.
- 12.3 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 the list until December 31st of the admitting year. This list is then abolished. Parents wishing to remain on this list must contact the school for more information.
- 12.4 Reserve lists are kept for all other year groups if needed, and are cleared at the end of each school year. You will need to inform the school if you wish your child's name to be added to the reserve list for all year groups after the Local Authority passes the intake year reserve list to the school.

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13.0 FRAUDULENT OR MISLEADING APPLICATIONS

- 13.1 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.
- 13.2 We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.
- 13.3 If a place is withdrawn, the application will be considered afresh and you will be advised of your right to appeal if a place is refused.

14.0 ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

- 14.1 Parents may seek a place for their child outside of their normal age group.
- 14.2 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 schooladmissions@lincolnshire.gov.uk for advice on the procedure to follow.
- 14.3 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. Branston Junior Academy 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