RAUCEBY CHURCH OF ENGLAND SCHOOL

FORGIVENESS † HONESTY † KINDNESS † ASPIRATION † EQUALITY

Admissions Policy 2026-2027

Igniting a passion for learning in all; emboldening a community of high aspiration and fulfilment.

'I can do all things through him who gives me strength'. (Philippians 4.13)

#thischildcan

Approved by:	Julia Waites	**Date:**	20.9.24
Last reviewed on:	20.9.24		
Next review due by:	September 2025		

The Governing Body of Rauceby School (Academy) which has a strong Church of England ethos, is the Admissions Authority and has adopted the following arrangements with respect to the admission of pupils to the school.

The published admission number for the school in 2026 is 26.

Process of application

Arrangements for applications for places in Reception at Rauceby School 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. Parents resident in other areas must apply through their home local authority. Rauceby School will use the Lincolnshire County Council's timetable published online for these applications and the relevant Local Authority will make the offers of places on their behalf as required by the School Admissions Code. In year admissions are dealt with in accordance with the in year section below.

For entry into reception in September places will be allocated to those who have made an application before those who have not.

In accordance with relevant legislation, the allocation of places for children with an Education, Health and Care Plan (Children and Families Act 2014) where the school is named on the plan will take place first. Remaining places will be allocated in accordance with this policy.

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 of appeal.

Parents can apply online at www.lincolnshire.gov.uk/schooladmissions or call 01522 782030 for a paper form.

Oversubscription Criteria

These will be used where the number of applications for admission exceed the number of places available. The oversubscription criteria are listed in the order they are applied. 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. Criteria marked with a number, for example (1), (2) etc, are references explained separately in the definition section.

A. Looked after children and all previously looked after children. 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 have been in state care outside of England and ceased to be in state care as a result of being adopted. (1)

B. Children whose home address (2) is within the civil parishes of North Rauceby and South Rauceby. For a map detailing the civil parish boundaries, please see our school website (raucebyschool.co.uk).

C. Where a child has a sibling (3) currently attending the school at the time an application is made.

D. Distance from the child's home (2) to the school, with those living nearer being accorded the higher priority, see definition (4).

If the number of applications for admission still exceed the number of places available after all these categories have been applied, and/or 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 Children's Service Department at the Local Authority.

Definitions

1. 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).

2. 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.

   A parent for the purposes of making an application is a person with 'parental responsibility' or a person who has day to day care of a child. This is in line with 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 take as the home address the address where the parent and child normally live for the majority of the school term time.

3. Siblings
   A full brother or full sister, whether or not resident in the same household. Another child normally resident for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989 or Section 579 of the 1996 Education Act.

   Twins and other siblings from a multiple birth

   In these cases, all the children will be considered together as one application. If one or more can be admitted the school will admit all the children, unless this would make the class too large and prejudice the education of the other children. The government's school admissions code makes an exception to the infant class limit in this situation.

Brothers and sisters in the same year group

Where there is only one place available in the school the children will be considered together as one application. The school will admit all the children unless this would make the class too large and prejudice the education of the other children or in cases where infant class regulations prevent this from happening. If this happens, we can only legally offer one place because the government's school admissions code makes no exception to the infant class size limit for siblings in the same year group. We will offer the parent one place for one child and the LA will offer a different school for the other child or children.

4. The nearest address to the school is found using the 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.

Children of UK service personnel (UK Armed Forces)

In order to meet the government's military covenant aimed at helping UK service personnel, and Crown servants returning from abroad, we have adopted the following arrangements;

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 the application is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address. This address will be used 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 a 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 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 coordinated applications and midyear applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces).

The 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.
- 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 posting address before we can consider an application under these arrangements. We allocate a school place as soon as possible by applying the policies and practices that we normally follow. It may be that the governors still cannot admit because of organisational or curriculum difficulties within the school.

Admission 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 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.

Rauceby Church of England Primary 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

Admission arrangements

Rauceby 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 then;

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 must contact the school to discuss this. Parents of summer born children deferring admission until the child starts Year 1 risk losing the offered school place.

Reserve Lists

For admission into the intake year the governors will keep a waiting list which we call a reserve list. If we have to refuse a place at our school your child is automatically put on the reserve list, unless you have been offered a higher preference school. This list is in the order of the oversubscription criteria, as required by the School Admissions Code. This means that names can move down the list if someone moves into the area and is higher placed under the oversubscription criteria. The governors must not take account of the time you have been on the list.

For the intake year, the list is kept by the Local Authority Schools Admission Team until the end of August. After this the school admissions code requires that schools keep the reserve list until the end of the Autumn term.

If a place is required in the Reception Class after the Autumn term or in another year group and it is full, a parent can request their child be added to the reserve list by contacting the school. The

reserve list will be kept in the order of the oversubscription criteria. The time you have been on the list is not taken into account.

Reserve lists will be reviewed at the end of each academic year.

Right of Appeal

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the School Business Manager. An independent panel considers all such appeals, and its decision is binding for all parties concerned.

Admissions and Appeals Timeline

Arrangements for applications for places in Reception at Rauceby School will be made in accordance with Lincolnshire County Council's coordinated admission arrangements.

Admission Authority's Right to Investigate

As an admission authority the school 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. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

Lincolnshire Fair Access Protocol

Local Authorities are required to have 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. Rauceby Church of England School participates in Lincolnshire County Councils fair access protocol.