



Swineshead St. Mary's Church of England Primary School

Luke 24:13-35 On the Road to Emmaus

Two travellers are transformed and enriched by sharing their journey with a guide. We view our work to be similar in making a difference to future lives. We travel together on our journey of transformation and commit our school to always being supportive, nurturing and challenging.



Admissions Policy 2027-2028

Date of Policy: November 2025

Adopted by Academy Committee: November 2025

Signed by Chair of Governors: November 2025

New Policy:	November 2025	
Reviewed:	November 2025	

Swineshead St. Mary's Church of England Primary School
ADMISSION POLICY 2027-2028

The Lincoln Anglican Academy Trust (hereafter, LAAT or Trust) is the admission authority for this school. They are responsible for setting the admission number and determining the oversubscription criteria that apply when applications exceed places. Our policy was determined in November 2025. This policy sets out the arrangements for admission to the intake year and to all other year groups (in year admissions). In particular, the criteria on which admission will be based if there are more applications than places, are set out below. These criteria apply to all admissions to the school. In considering the availability of places, the Academy Committee will only look at the number of children in the particular year group (5).

Process of Application

Arrangements for applications for places in Foundation Stage 2 at Swineshead St. Mary's Church of England Primary 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 paper application form, by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. Swineshead St. Mary's Church of England Primary School will adhere to the timescales outlined in the Lincolnshire County Council co-ordinated 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 (2021). In year admissions are dealt with in accordance with the in year section below.

The school's Published Admission Number (PAN) is 40 for the intake year.

For in year admissions, applications should be made via Lincolnshire County Council. In the event that this would cause an infant class to be unlawfully large or cause prejudice to the provision of efficient education or the efficient use of resources it may be necessary to refuse a place. 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.

Swineshead St. Mary's Church of England Primary 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 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 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 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 Foundation Stage 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. Swineshead St. Mary's 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 Executive Head Teacher and Head of School.

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

Oversubscription Criteria

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.

- A. 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.
- B. There is a brother or sister (2) on roll at the school at the time of application.
- C. Children whose home address (3) is within the Ecclesiastical Parish of St. Mary the Virgin, Swineshead (see below). Please click on the link below, or see the map, for details of the parish boundaries.

<https://www.achurchnearyou.com/>

Boundaries (in red) of the Ecclesiastical Parish of St. Mary the Virgin, Swineshead:



D. The distance from the home address (3) to the school, priority will be given to the child living closest to the school by straight-line distance (4).

Tie breaker: The oversubscription criteria are listed in the order we apply them. If it is necessary to distinguish between more than one applicant in any an independent person, not employed by the school or working in Children's Service Directorate at the local authority.

Right of Appeal: 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 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 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.

If the Academy Committee refuse any application for admission, parents have a right of appeal under the School Standards and Framework Act 1998. Notice of appeal should be sent to the Clerk. An independent Appeals Committee will then be established to decide the application. The decision of the independent Appeals Committee is binding on all parties.

Definitions:

1: Looked After Children and all Previously Looked After Children

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

Childrens Act 2002 (see section 46 adoption orders). 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.

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: Sibling (brothers and sisters)

- 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.

Siblings from a multiple birth – If 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.

3: Home Address

The home address is considered as 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 accepted 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 two 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.

4: Distance

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.

5: Year Group

This is a grouping of children whose birthdays are between 1st September and 31st August of consecutive years.

6. Parent

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).

Fair Access

Swineshead St. Mary's Church of England Primary School will participate in the Fair Access Protocol of Lincolnshire County Council. Pupils allocated under the Fair Access Protocols will take precedence over those on a Reserve List or awaiting appeal.

Children of UK Service Personnel (UK Armed Forces)

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 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 Academy Committee 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 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 in year 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.

Reserve Lists

For admission into the intake year the admission authority for Swineshead St. Mary's Church of England Primary School will keep a Reserve List. 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. This list is kept 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 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 held by the Local Authority School Admissions Team until the end of August. After this the school keeps this list until the end of the academic year. The list is abolished at that time. Parents wishing to remain on this list must contact the school for more information.

A Reserve List will be maintained by the school for all other year groups in the same way as for the intake year.

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 if 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.

Policy determined November 2025