

ENCLOSURE

Governing Board Meeting
Autumn Term 2023

Report by the Director, Children and
Families

CONSULTATION ON ADMISSION ARRANGEMENTS FOR THE 2025/26 ACADEMIC YEAR REPORT FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS
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1. INTRODUCTION

- 1.1 North Lincolnshire Council has a statutory duty to consult with governing boards on:
- any proposed changes to the council's admission arrangements (ie the admissions criteria).
 - the proposed published admission numbers (for schools where the council is the admission authority).

The following describes how the consultation will be undertaken.

2. 2025/26 ADMISSION ARRANGEMENTS

- 2.1 The council is seeking governors' views on admission arrangements through discussion at individual governing board meetings.
- 2.2 The council and most other admission authorities in North Lincolnshire made changes to their arrangements for 2019/20 to improve clarity and compliance with the School Admissions Code. These changes were made after a full public consultation.
- 2.3 One change was made for 2023/24. The insertion of a paragraph confirming that each school and academy will meet the requirements of the School Admissions Code 2021 in using an intended address or unit or quartering address when allocating places to the children of service personnel or crown servants returning from overseas. As this was to make clear compliance with the code, a public consultation was not required.
- 2.4 There are no changes suggested for 2025/26.
- 2.5 A draft copy of the council's admission arrangements is attached as Appendix 1.

3. **ADMISSION NUMBER**

- 3.1 We also wish to consult governing boards on the proposed published admission number. The default position is that the published admission number from 2024/25 will be carried over to 2025/26.
For a small number of schools the council will propose a change, normally as a result of current or planned building works at the school. Any revision will be derived from the calculation of the net capacity of the school. The capacity calculation provides the school's minimum and maximum capacities. The clerk to the governing board will provide this information.
A list of the proposed admission numbers for 2025/26 is included in Appendix 1.
- 3.2 As a general guide, the admission number, when multiplied by the number of year groups in the school, results in a figure that falls between the minimum and maximum capacity range. For example, a primary school with a capacity range of 175 to 210 and with seven year groups can have any admission number from 25 to 30 subject to infant class size legislation.
- 3.3 Each year the council submits to the DfE the net capacity for each school and the numbers on roll, which is used to determine future capital settlements. The admission number should reflect the accommodation available and anticipated demand for places.
- 3.4 In exceptional circumstances, governors may request an admission number that falls outside the indicated range. The council will consider the rationale behind the request before determining the admission number. Similarly, if there is greater demand than anticipated, the council may approach a school to increase its admission number.
- 3.5 If a school is reducing its admission number the council will have to undertake a full public consultation with all interested parties, as is required by the admissions code.

4. **CONSULTATION PROCESS**

- 4.1 It is suggested that governing bodies discuss both the council's proposed admission arrangements and the proposed admission number for their school at the termly meeting.

5. **RECOMMENDATIONS**

North Lincolnshire Council's Admission Arrangements

- 5.1 Governors should consider the draft admission arrangements for 2025/26. If there are any comments, these should be forwarded as per 6.1 below.

Admission Numbers

- 5.2 Governing boards should decide whether they wish to accept the proposed admission number, or recommend a different admission number.

6. RESPONSE

- 6.1 If the governing board is satisfied with the council's draft admission arrangements and with the proposed admission number for the school, the clerk should minute this and e-mail the minute to sean.kendrew@northlincs.gov.uk within one week of the meeting taking place
- 6.2 If the governing board wishes to suggest either a change to the council's draft admission arrangements or to the proposed admission number for the school, the clerk should minute this (including details of the requested changes and the reasons for them) and e-mail the minute to sean.kendrew@northlincs.gov.uk within one week of the meeting taking place
- 6.3 The council will carefully consider all proposals for change, discussing with the chair of governors and the head teacher as appropriate.

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**North
Lincolnshire
Council**

**Academic year
2025/26**

**Proposed Admission
Arrangements for Community &
Voluntary Controlled Schools
within North Lincolnshire**

Date – **May 2023**

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Introduction

These arrangements provide an overview of the council's determined admission arrangements for the **2025/26** intake to Community & Voluntary Controlled Schools.

There are five types of mainstream schools in North Lincolnshire: Community Schools, Voluntary Controlled Schools, Voluntary Aided Schools, Foundation Schools, and Academies. It is important to know which type of school you would like your child to go to because different people are responsible for making decisions on which children to admit. It will be either the council or the school governors who will decide who gets a place. The list below tells you who will make the decision for the particular type of school.

1. **Community Schools** – Most schools in North Lincolnshire are community schools. The council is responsible for allocating places.
2. **Voluntary Controlled Schools** – These schools are mainly Church of England schools. The council is responsible for allocating places.
3. **Voluntary Aided Schools** – Some Church of England schools are voluntary aided. The governors are responsible for allocating places.
4. **Foundation Schools** – These schools are state funded and have formal links with relevant partners. The governors are responsible for allocating places.
5. **Academies** – Academies are state funded independent schools. The governors are responsible for allocating places.

This document covers admission arrangements for schools in category 1 or 2 only (a list of these is given in the appendix, along with their published admission numbers). Schools in the other categories determine their own admission arrangements. When they are published they will be available on the North Lincolnshire Council website www.northlincs.gov.uk

Applying for a place

Details of how and when to apply, and how places will be offered, are in the “Determined Co-ordinated Admissions Scheme for Primary, Infant and Junior Schools in the area of North Lincolnshire Council for the academic year **2025/26**” and the “Determined Co-ordinated Admissions Scheme for Secondary Schools in the area of North Lincolnshire Council for the academic year **2025/26**”. When they are published they will be available on the North Lincolnshire Council website www.northlincs.gov.uk

A separate application must be made for any transfer from nursery to infant or primary school, and from infant school to junior or primary school.

Parents may seek a place for their child outside of the 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 (1 April to 31 August) 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 one.

When requesting admission outside the normal age group, the parents should firstly complete the standard application for the normal age group. In addition, they should contact the council's Admissions Team to ask for an “admission outside the normal age group” form to be sent to them. That form should also be completed and submitted. On the “admission outside the normal age group” form they should list the schools they wish to consider their request, give information about why they are making the request, and submit any relevant evidence they may have (for example, if their child is receiving support from a speech and language therapist).

The council will consider their request on the circumstances of each case and in the best interest of the child concerned. This will include taking account of the parent's views; 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely; and the views of the head teacher of the school concerned.

Admission of children below compulsory school age

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

The council provides for the admission of all children in the September following their fourth birthday. Where a child has been offered a place at a school that child is entitled to a full-time place in the September following their fourth birthday. 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. 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.

Oversubscription criteria

Where applications for places at a particular school exceed the published admission number set for the school the following factors will be taken into account in priority order when deciding which pupils will be allocated places in accordance with receipt of their online submission or a common application form.

Children with Education Health and Care Plans

These children will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child's plan the school has a duty to admit the pupil, this will reduce the number of places available

Factor 1

Looked after children and 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 "previously looked after child" is a child who:

- (a) ceased to be looked after because they were adopted, or
- (b) became subject to a child arrangements order, or
- (c) became subject to a special guardianship order, immediately after being looked after, including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Factor 2

Children who live in the school's designated catchment area

Parents can see which catchment areas cover their address by following the link from the "Apply for a school place" page at www.northlincs.gov.uk.

Overview maps of the catchment areas for North Lincolnshire are included in this document.

For Infant, Junior and Primary Schools the address taken under this factor will be that on **Friday 14 February 2025**.

For Secondary Schools the address taken under this factor will be that on **Thursday 12 December 2024**.

Parents who move after submitting their preference **must** inform the Admissions Team of any change of address.

For admission purposes, the home address is where a child usually lives with their parent or carer. You must not give the address of a childminder or relative. Where a child lives with parents with shared responsibility, each for part of the week, the Admission Officer will apply the address of the parent who claims the child's benefit as the pupil's address for determining this criterion. If neither parent claims child benefit other documentary evidence (eg medical card) may be required. If it is found that you have given a false address your child may lose their school place.

For families of service personnel with a confirmed posting, or crown servants returning from overseas, whose application is accompanied by an official letter declaring a relocation date the home address will be either the address at which the child will live, or the unit or quartering address if the parent requests this. Parents will need to provide evidence of the intended address.

Factor 3

Children who will have a sibling attending the school at the time of their admission

Included in this factor are siblings who will be attending the school at the expected time of admission. Sibling means a child living as part of the same family unit at the same address. This includes natural siblings, adopted siblings, step siblings, foster siblings, and the child of a parent's partner. In the event of two applications for one vacancy using the above criteria, the Authority will apply a tie breaker decision based on geographical distance.

Siblings for the same year group (twins/ multiple birth children)

Where there are twins/multiple birth children to be admitted to a school in the same year group. If there are insufficient places available for all siblings, and one can be allocated a place, the admission number will be exceeded to allow them to be placed in the same school.

Factor 4

Children who live closest to the school

The distance will be determined by measuring the shortest available route using the public road and path network from the pupil's home to the main school gate, as determined by the LA. The distance will be measured by using a computerised geographical information system (GIS). Priority will be given to those living nearest to the school using this system. Pupils living in flats where the distance measures the same, priority will be given in ascending order of flat number/letter/floor.

Tie Breakers

Where the offer of a place would lead to oversubscription under any of the above factors places will be allocated by reference to subsequent factors in order. In exceptional circumstances where it has not been possible to decide between applications, because they have the same distance measurements, the place will be allocated by drawing lots independently verified.

Appeals

1. Any parent whose child is not offered a school place for which they have expressed a preference has the right to appeal to an independent appeals panel.
2. People who intend to make an appeal must request a Notice of Appeal and return the form by the stated date.
3. Normally appeal hearings will be held within 40 school days from the closing date for receiving the notice of appeal.

Waiting Lists

1. A waiting list will be established for all over-subscribed schools.
2. Pupils will automatically be put on the waiting list for a school where they have not been made an offer of a place and where that school is a higher preference than the school at which an offer has been made.
3. Pupils will not automatically be placed on the waiting list for a school ranked lower than the school where they have been offered a place.
4. As further applications are submitted each added child will require the list to be ranked again in line with the published criteria.
5. The council will coordinate waiting lists for all schools.
6. As soon as school places become available they will be filled from the waiting list.
7. If a parent is on a waiting list it will not affect the parent's right of appeal against an unsuccessful application.
8. Looked after children, previously looked after children, and those allocated a place at a school in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

Withdrawing Offers of Places

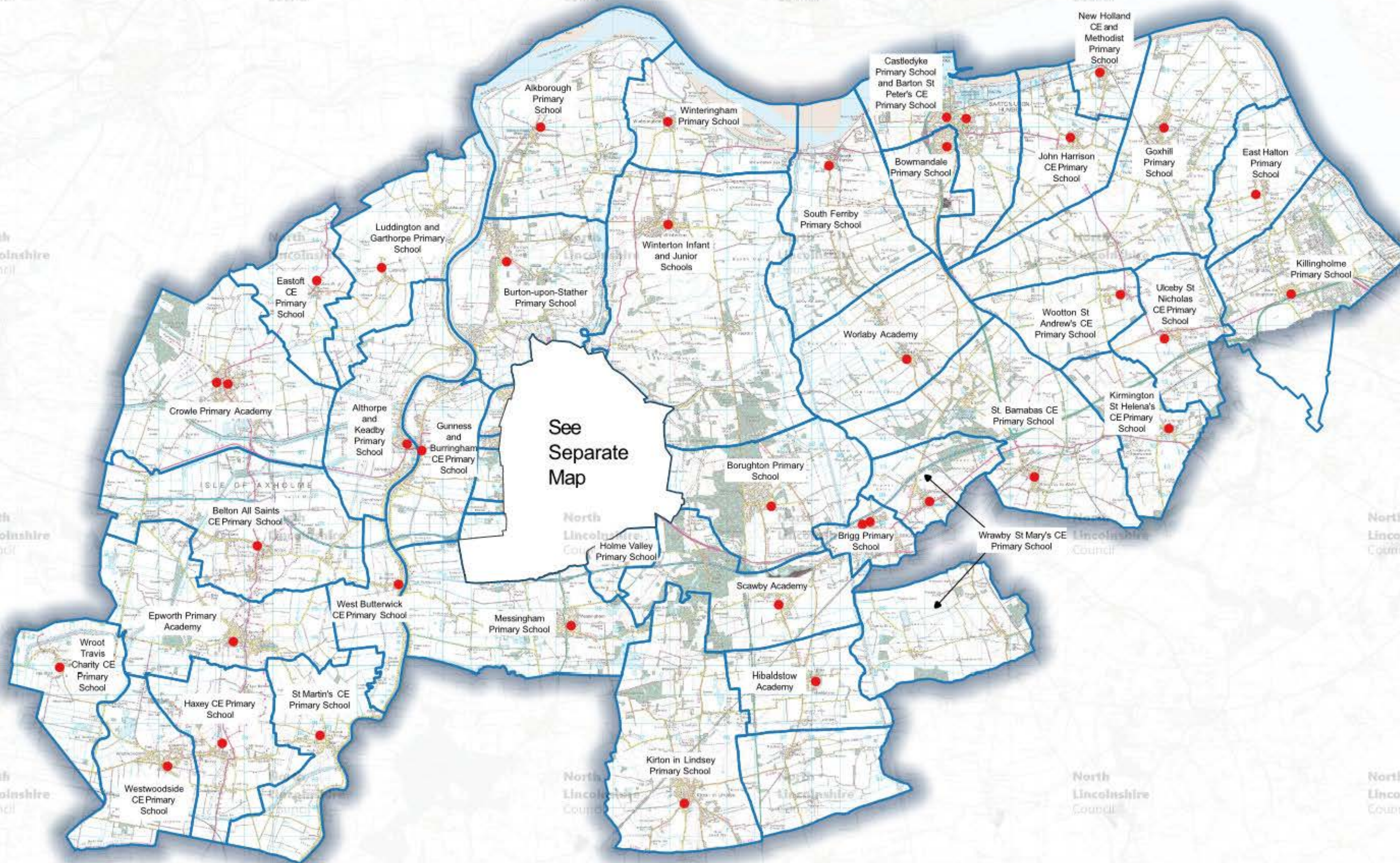
Once an offer of a school place has been made it may only lawfully be withdrawn in very limited circumstances. These include when the admission authority offered a place on the basis of a fraudulent or intentionally misleading application from a parent (for example, a false claim of residence in a catchment area), which effectively denied a place to a child with a stronger claim. It would not generally be lawful for an admission authority to withdraw a school place once the child was attending that school, except where that place was fraudulently obtained; in deciding whether to withdraw in such a case, the length of time that the child had been at the school will also be taken into account. Where a place is withdrawn, the application must then be considered afresh, and a right of appeal offered if a place is refused.

2025/26 Proposed admission numbers (PANs) for Community & Voluntary Controlled Schools* within North Lincolnshire

Community Infant Schools	PAN
Bottesford Infant School	70
Bushfield Road Infant School	60
Enderby Road Infant School	40
Frodingham Infant School	72
Voluntary Controlled Infant Schools	
Winterton CE Infant School	60
Community Junior Schools	
Bottesford Junior School	66
Leys Farm Junior School	45
Winterton Junior School	66
Community Primary Schools	
Alkborough Primary School	12
Althorpe and Keadby Primary School	30
Berkeley Primary School	90
Bowmandale Primary School	50
Brigg Primary School	60
Broughton Primary School	60
Burton-on-Stather Primary School	30
Castledyke Primary School	45
Crosby Primary School	75
East Halton Primary School	9
Goxhill Primary School	30
The Grange Primary School	60
Holme Valley Primary School	60
Killingholme Primary School	18
Kirton Lindsey Primary School	40
Lincoln Gardens Primary School	60
Luddington and Garthorpe Primary School	10
Messingham Primary School	42
Oakfield Primary School	45
Priory Lane Community School	60
South Ferriby Primary School	13
Westcliffe Primary School	45

Community Primary Schools (continued)	PAN
Winteringham Primary School	14
Voluntary Controlled Primary Schools	
Barton St Peter's CE Primary School	40
Belton All Saints CE Primary School	32
Gunness and Burringham CE Primary School	14
Haxey CE Primary School	30
John Harrison CE Primary School	30
Kirmington St Helena's CE Primary School	8
New Holland CE and Methodist Primary School	12
St Barnabas' CE Primary School	23
Scunthorpe CE Primary School	30
West Butterwick Primary School	7
Wroot Travis Charity Primary School	7
Community Secondary Schools	
Baysgarth School	210
Frederick Gough School	269
Voluntary Controlled Secondary School	
Sir John Nelthorpe School	154

*The published admission numbers for Voluntary Aided Schools, Foundation Schools, and Academies are to be found in their own admission arrangements.



Title: North Lincolnshire Primary School Catchments

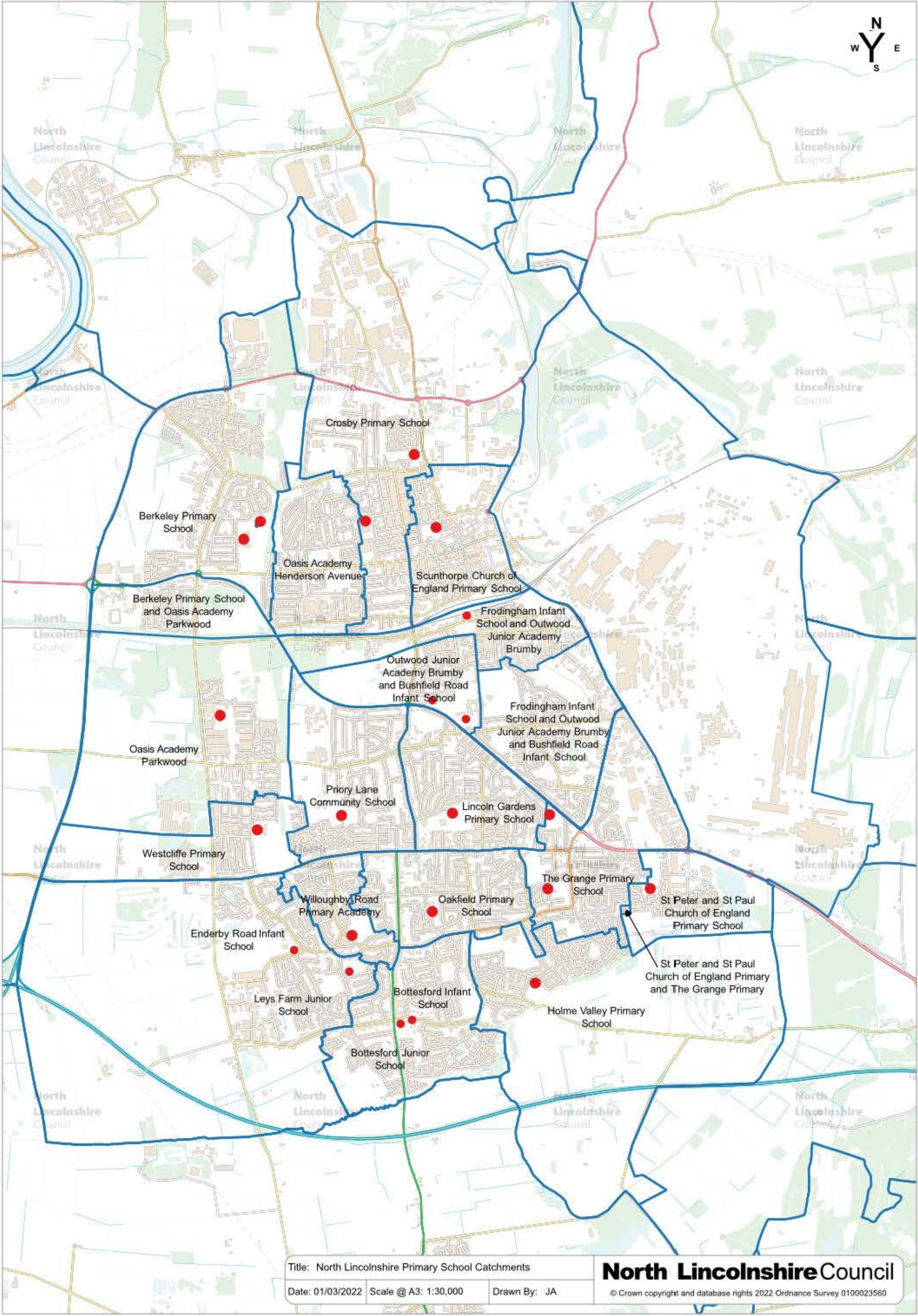
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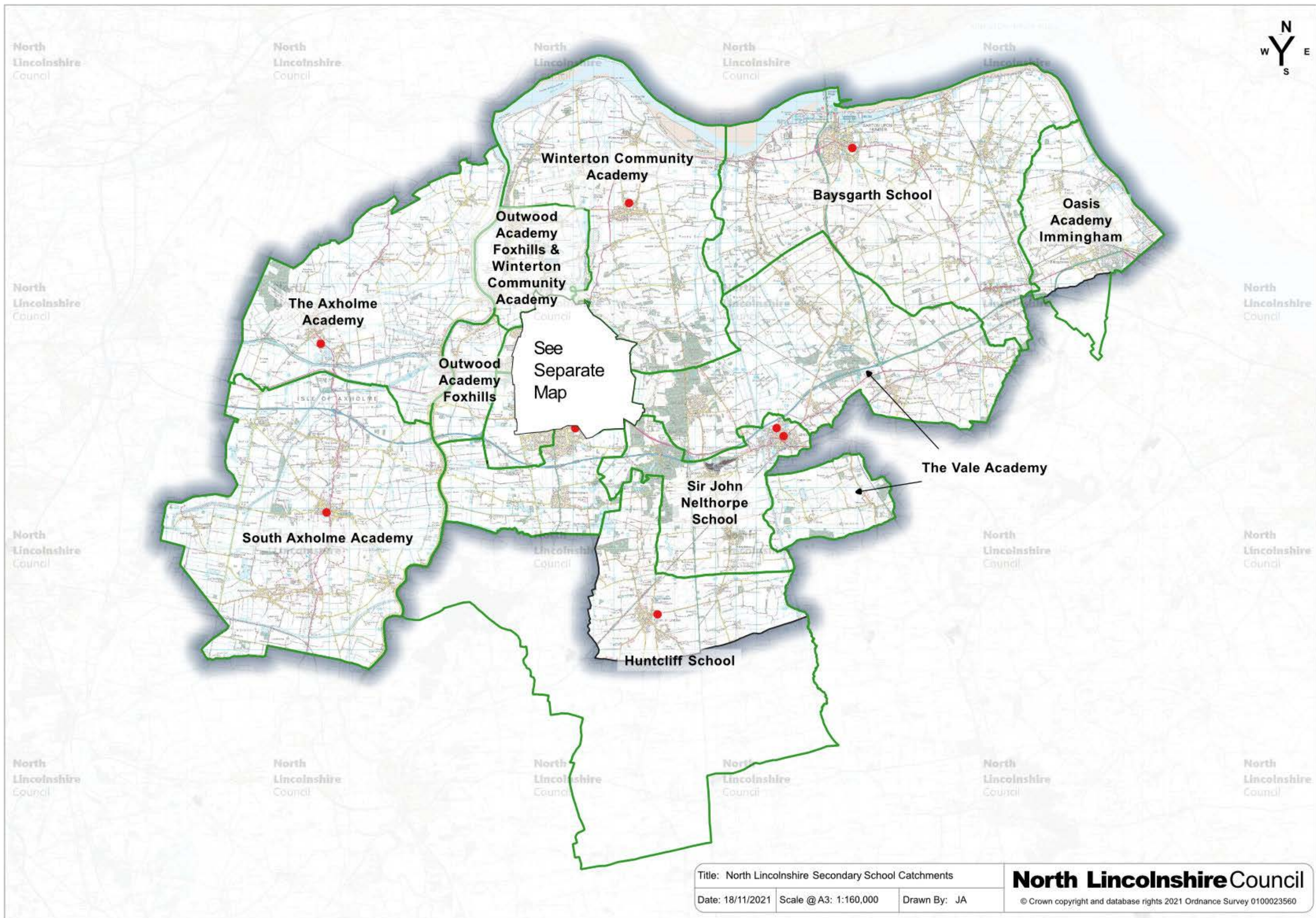
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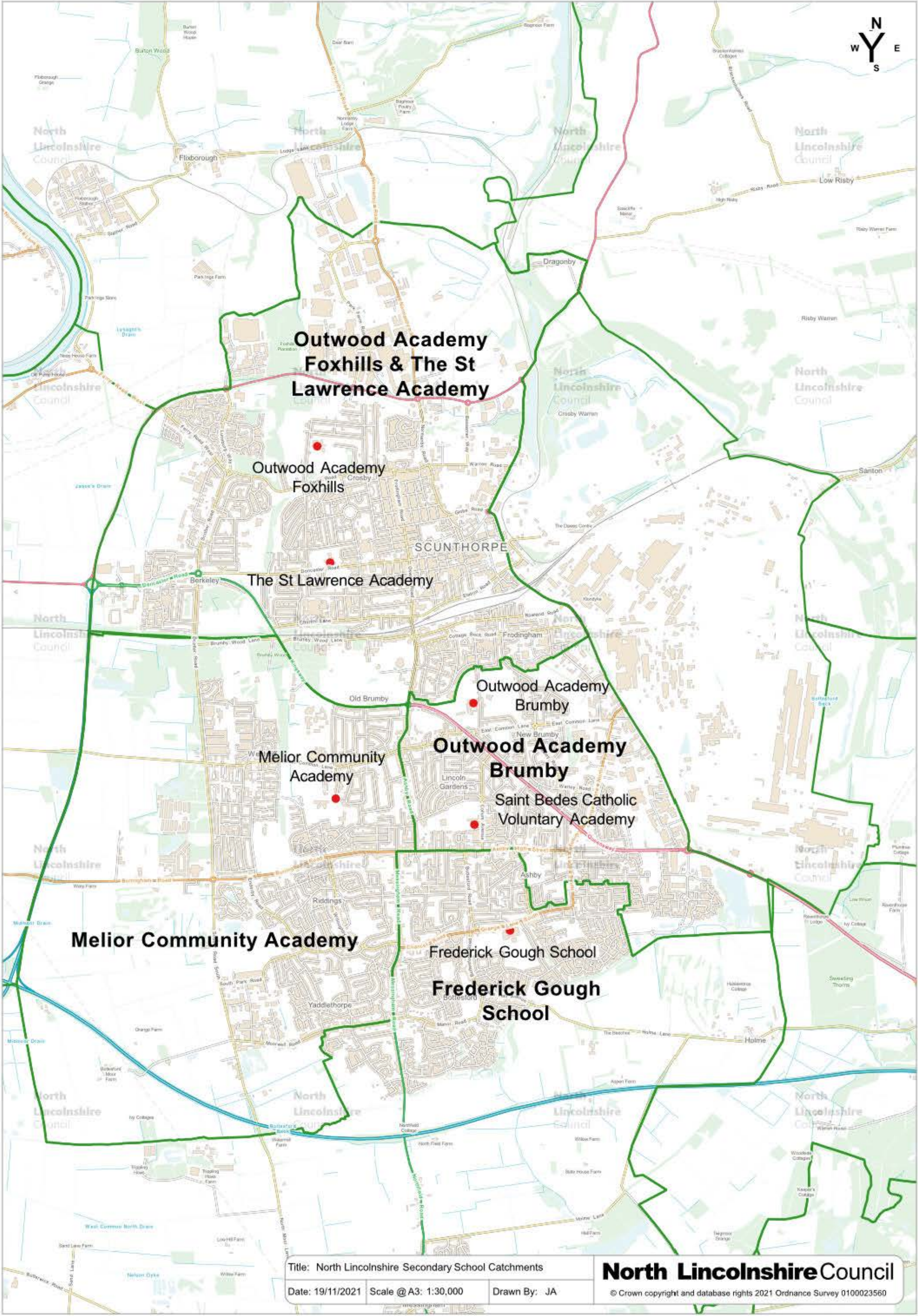
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Title: North Lincolnshire Secondary School Catchments

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