

MANOR LEAS INFANT SCHOOL



Little People, Big Ideas

Admissions Policy

2027-2028

Policy number	38
Policy revision	14
Policy reviewed	January 2026
Committee	FB
Authors	Headteacher

Admissions Policy for Manor Leas Infant School

1. Introduction

The Board of Trustees of Manor Leas Infant School, as the admission authority, applies the regulations on admissions fairly and equally to all those who wish to attend this school.

The admission number and capacity of the school

The admission number is the number of children the school can accept into its Reception year. The admission number for our school is 60. We keep this number under review and the Trustees can apply to change the number if circumstances allow.

2. Aims and Objectives

We are an inclusive school that welcomes children from all backgrounds and abilities. All applications will be treated on merit and in a sensitive manner. The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible if there is an excessive demand on school places available.

3. How parents can apply for their child to be admitted to our school

Manor Leas Infant School Academy Trust are the "Admission Authority" for the school and determine the admission arrangements. A parent, for the purposes of making an application, is a person with 'parental responsibility' as defined in section 576 of the Education Act (1996).

Process of application

Arrangements for applications for places in Reception at Manor Leas Infant 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. Manor Leas Infant School will adhere to timescales outlined in the Lincolnshire County Council co-ordinated admissions scheme available at www.lincolnshire.gov.uk/schooladmissions 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 (section 12.)

The school publishes an admissions policy each year on its website, as paper copies and on the County Council website. Parents have a right to express a preference for the school of their choice. Expressing a preference does not, in itself, guarantee a place at this school. For Reception places in the normal admissions round, the Local Authority notifies parents about the school place that they have been allocated, as required by the School Admissions Code. For in year applications, parents can apply direct to the school or can apply online at www.lincolnshire.gov.uk/schooladmissions or call 01522 782030 for a paper form.

Admissions Policy for Manor Leas Infant School

Manor Leas Infant 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 should contact the school to discuss this.

4. Late Applications

Parents applying after the closing date should complete the admission form and will be offered a school place if the admission number has not been reached. If there are no places available, parents will be informed of their right to appeal against the Trustees' decision not to offer a place.

5. Children with Education, Health and Care Plans

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.

6. Children of UK Service Personnel

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 Trustees 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 admission purposes for a service child, where the parent requests this.
- The Trustees 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 co-ordinated 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 Trustees will consider whether:

- An application from that address would normally succeed in an oversubscribed year.

Admissions Policy for Manor Leas Infant School

- 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 Trustees 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.

7. Multiple Birth Children

Siblings from a multiple birth - 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.

8. Over-Subscription Criteria

If the school receives more applications than it has places the Trustees will apply the following criteria in the order given:

1. 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 the 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

Admissions Policy for Manor Leas Infant School

guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. A brother or sister attending the school at the time of application, or who will be attending the school at the expected time of admission. In addition, a brother or sister attending Manor Leas Junior Academy or will be attending Manor Leas Junior Academy at the time of admission. A sibling is considered to be:
 - A full or half brother or 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.

3. Nearest school to the home address

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 group; this is calculated by Lincolnshire County Council school admissions team using straight line distance to three decimal places e.g.1.234 miles. If you reside in Lincolnshire, you can use the search tool at <http://www.lincolnshire.gov.uk/find-nearest-school> to identify which school is your closest school.

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 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.

We do not take into an account an intention to move when considering a home address unless this is for members of the UK Armed Forces or a returning Crown Servant as outlined in Section 6.

4. Children of staff at the school applies in either or both of the following circumstances:
 - Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made. and/or
 - b) The member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.
5. Measurement of distance:
 - Straight line distance as calculated electronically to three figures after the decimal point (e.g. 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. Priority will be given to the child living closest.

Admissions Policy for Manor Leas Infant School

9. Final Tiebreaker

If it is not possible to distinguish between one or more applicants within an admissions criteria, places will be allocated to those living nearest the school first measured by straight line distance as outlined in point 5 above. If 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 local authority children's services directorate.

10. Reserve List

For admission into the intake year the Trustees will operate a reserve list. In the normal admissions 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. The 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 (December 31st of the admitting year). This list is then abolished at Manor Leas Infant School. Parents wishing to remain on this list must contact the school for more information.

Children's names are removed from the list when they are offered a place at the school or when parents inform the school that they no longer wish the child's name to remain on the list. The list is cleared at the end of each school year.

11. The Lincolnshire Fair Access Protocol

Manor Leas Infant School will participate in the Fair Access Protocol of Lincolnshire County Council. Pupils allocated under Fair Access Protocols will take precedence over those on a reserve list or awaiting appeal.

12. 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 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. <https://www.lincolnshire.gov.uk/school-admissions/appeal-school-place>

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

Admissions Policy for Manor Leas Infant School

14. 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.

15. Out of Cohort Requests

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. Manor Leas Infant 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 Headteacher.

16. Infant Class Size

Infant children (aged four to seven) are taught in classes that have a maximum number of 30 children per class teacher, in line with government legislation.

In certain circumstances, there may be some exceptions to the Infant Class Size regulations, as stipulated in section 2.16 of the School Admissions Code 2021.

17. Policy Review

This policy will be determined annually by the Admissions Authority as required by the Government's School Admissions Code. Before making any changes to the policy, the Admission authority will undertake the consultation process set out in the code.