



Infinity Academies Trust

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Admissions Policy for 2027-2028

Consultation for 2027 policy: 1st December 2025

Contact Information for consultation questions:

Changes: There are no specific changes to this policy

On correspondence relating to this consultation please include:

Admission Policy Consultation St Helena's CofE Primary Academy

Contact: Administration Manager

Email address: admissions@infinityacademies.co.uk

DOCUMENT MANAGER

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| Applicable to: | The admission protocols as set out in the Admission Code 2021 and for all applications for admission to the academy. |
| Development and Consultation: | This policy has been developed to ensure the academy is compliant with the Admission Code 2021. This policy is designed to ensure that all school places are allocated and offered in an open and fair way. It demonstrates the academy practices and criteria used to decide upon allocation of school places ensuring that they are fair, clear and objective. The Local Authority have been contacted in relation to the development of this policy to ensure that it meets the necessary requirements in line with the guidance. |
| Dissemination: | The policy will be available to all staff via the Trust's Policy Centre and uploaded onto the academy website for access by external stakeholders. |
| Implementation: | Applicable to St Helena's CofE Primary Academy |
| Training: | On request |
| Review Frequency: | The policy will be reviewed annually in line with the Admissions Code document. The policy will also be reviewed earlier if needed in the light of new evidence/legislation/guidance |
| Policy Author: | Headteacher |
| Executive Policy Owner: | CEO |
| Approval by: | Trustees |
| Approval Date: | 16/12/2025 |

Revision History

| Document Version | Description of Revision | Date |
|------------------|--|---------------|
| As Every | Reviewed and updated as per admission protocols for Lincolnshire Admissions, full consultation to take place from 1 st December 2025 to 12 th January 2026 | December 2025 |
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Admission arrangements for 2027 intake

This policy applies to St Helena's CofE Primary Academy.

St Helena's CE Primary Academy is an academy within the Infinity Academies Trust. This policy has been determined by the admission authority of the school (Infinity Academies Trust) in conjunction with the Local Authority and in accordance with legislation. St Helena's CE Primary Academy will apply the oversubscription criteria shown below if they receive more applications than available places.

Arrangements for applications for places in Reception at St Helena's CofE Primary Academy will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements. Parents residing 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. St Helena's CE Primary Academy 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 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.

For entry into reception in September 2027 we will allocate places to parents who make an application before we consider any parent who has not made one.

Attending a nursery or a pre-school does not give any priority within the oversubscription criteria for a place in a school. Parents must make a separate application for the transfer from nursery to a primary or infant school. Parents must also make a separate application for the transfer from infant to junior or primary school.

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 tiebreaker 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 the Children's Service Directorate at the local authority

Definitions of terms indicated by numbers are given separately below.

A. 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. (1).

B. 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. (2).

C. Nearest School: measured by straight line distance (3).

D. Increasing order of straight-line distance (4).

The intended overall effect of the proposed oversubscription criteria is to maximise the likelihood that local children will gain places at their local school in an oversubscribed year; it is not possible to guarantee this, however.

- (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 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) 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 all cases both children must live at the same address. We include in this criterion:
 - a brother or sister who shares the same biological parents
 - a half-brother, half-sister, stepbrother or stepsister
 - a legally adopted child, a child legally adopted by a biological or step- parent

Twins and other siblings from a multiple birth

If twins or 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) The nearest school criterion refers to the nearest state funded, mainstream school to the child's address admitting children to the relevant year group; this is calculated by the Lincolnshire County Council School Admissions Team, using straight line distance.

(4) 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.

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) who has parental responsibility for the child (as defined in the Children Act 1989).

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 two addresses during school term time with a parent, 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.

We do not take into 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 the relevant section below.

Reserve List

For admission into the intake year, St Helena's CE Primary Academy will keep a waiting list which we call 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. For the intake year, the list is held by the Local Authority School Admissions 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.

St Helena's CE Primary Academy keep reserve lists for oversubscribed year groups. If you wish the school to add your child to the reserve list, you must let the school know. Schools will clear the reserve list at the end of each school year, if you wish your child to remain on the list you must let the school know. If your circumstances change you must let the school know so that they can rank the list accurately and allocate places in accordance with the oversubscription criteria, to comply with the School Admissions Code.

The admission authority must not take account of the time you have been on the list when allocating places.

Appeals

The procedures for appeals relating to admissions will be in accordance with all relevant legislation

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.

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.

Fair Access

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. Students allocated under Fair Access Protocols will take precedence over those on a waiting list. St Helena's CE Primary Academy will participate in Lincolnshire County Council's Fair Access Protocol.

Children of UK Service Personnel (UK Armed Forces)

In order to support the military covenant aimed at removing disadvantage for UK service personnel (UK Armed Forces), and Crown Servants returning from abroad the following arrangements will apply:

If an application is supported by an official letter declaring a posting and a relocation date, then an intention to move to a confirmed address or quartering with the UK will be accepted for a child for the purposes of implementing the oversubscription criteria.

Where an application is not supported by an official letter declaring a posting and relocation date or is not being made due to a new posting then the child's current address will be used to examine the application against the oversubscription criteria until the family are formally resident in the new address.

Proof of intended occupation of the residential address such as mortgage statement, exchange of contracts or signed tenancy agreement will be required. For applicants participating in the Future Accommodation model trial, a letter accepting an address under the scheme will be accepted if a signed tenancy agreement cannot be provided.

An offer may be withdrawn if a child does not reside at the address listed on the application form if the school is oversubscribed and use of an incorrect address has resulted in a place being denied to another child who would otherwise have been offered the place.

If a family have provided the required proof of posting, a unit postal address will be accepted for the purposes of operating the oversubscription criteria if parents are unable to provide an address or prefer to use the unit address. This unit will be the base to which the parent has been posted.

In all cases where an applicant is considered after national offer day of the admitting year and parents can demonstrate that the child is a child of a crown servant returning from abroad or is a child of a serving member of the armed forces, the governors will consider whether to offer a place at a school even if the school has reached its official PAN. When making the decision whether to offer over PAN the governors will consider the circumstances of each case including,

- If the applicant would have been offered a place, had they applied on time in the admissions round of the year of entry,
- Whether there is any child on the reserve list with higher priority under the oversubscription criteria,
- Whether admission of a further student would prejudice the efficient education and efficient use of resources and this prejudice would be excessive,

The Trust have discretion to admit above the admission number in these circumstances, but they are not obliged to do so. If a place is refused, parents will be informed of their right of appeal

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.

Admission of Children below Compulsory School Age

St Helena's CE Primary Academy 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:

- 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, whichever is the sooner.

- 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.

Admission of Children outside their Normal Age Group

Parents may seek a place for their child outside their normal age group, for example if the child is gifted and talented, or has experienced problems such as ill health. Parents wishing to make these requests must contact the Headteacher at St Helena's CE Primary Academy for guidance 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.

Decisions will be made 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, the child's 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

Published Admission Numbers

The Published Admission Number for St Helena's CE Primary Academy is 20 (twenty).