



St Peter's CE Primary Academy

## Admissions Policy

2025-2026



LINCOLN ANGLICAN  
ACADEMY TRUST  
DIOCESE OF LINCOLN

## **St Peter's Church of England (voluntary controlled) Primary School Admissions Policy**

Our school serves its community by providing an education of the highest quality within the context of Christian belief and practice. It is a school for the whole community whilst it seeks to offer a Christian based education to all children; grounded in the Diocesan vision of “excellence, exploration and encouragement within the love of God”. The school values the involvement of all parents in supporting the school's Christian ethos. As a Church of England school, we hold regular Christian collective worship and festivals, both in school and in Church.'

If the number of applications for places at the school is higher than the Published Admission Number (PAN) set for the school, applications will be considered against the criteria set out below. After the admission of children with an Education, Health and Care Plan (EHCP) where the school is recorded in the plan, we will use the following factors, in priority order, to decide which children will be given places. **(In addition, please note that we will always give priority to those who have actually applied for places over those who fulfil any of the criteria but have not actually made an application.)**

- Looked after children - A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] 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 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).
- Living in the catchment area.
- Having brothers or sisters who are already at the school.
- The last factor is geographical. We will give priority to those living nearest to the school (if there is more than one route, the distance measured is the shortest available safe route vehicles on adopted roads), from the front door of the child's home address (including flats) to the main entrance of the school, using the local authority's computerised measuring system. The admissions transfer letter will give you more information or you can contact the Schools Admissions Team for more advice.

The last criteria is also used as a tie-breaker. Whenever two children have the same priority based on any of the higher criteria the child who lives closest to the school will be given the higher priority.

## **Notes**

### **1. Children who have an Education, Health and Care Plan (EHCP) where the school is recorded in the plan**

These children will have undergone a statutory assessment of their special educational needs. Where a school is recorded in the plan, the school must admit the child.

### **2. Looked after children**

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

### **3. Rules for residence**

On 31 December of the year before your child is due to go to primary school, your child must be living in the school's catchment area. If you move to a school's catchment area after this date, we will not consider your request until we have firm proof (documentary evidence) that you are about to move (for example, a solicitor's letter confirming that exchange of contracts has taken place). We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given.

### **4. Rules for siblings**

Included in this factor are brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters or the child of the parent/carer's partner living at the same address and who will be attending the school at the expected time of admission. 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. The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and the other(s) is/are not. In the case of first admission to school the panel would have to have regard to Infant Class Size legislation.

## **Appeals**

If we cannot meet your school preference you can appeal against the decision to an independent appeals panel.

## **Admission of children outside their normal age group**

Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group. In addition, the parents/carers of a 'summer born child', i.e. children born between 1st April and

31st August, may choose not to send their child to school until the September following their fifth birthday.

Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Primary School Admissions Coordinated Schemes i.e. for entry into Year Reception (and Year 3 for junior schools). All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school / academy, decision of the relevant admission authority and the best interests of the child.

If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a deferral form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school / academy which may not be successful.

It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in both primary school and on later transfer to secondary school.