Huttoft Primary & Nursery School

Building Foundations, Enabling Discovery, Broadening Horizons

Admissions Policy

2027-28

Approved By: Trust Board

Date Approved: 14 October 2025

Part One: School Admissions

A. Admissions Policy

Huttoft Primary School is a 4 – 11 years Academy School for which the Governing Body is the Admission Authority, responsible for both admissions and administering Appeals. The Governing Body determines all decisions about admissions including this Policy. It admits pupils regardless of ability, gender, colour, race, creed, disability or wealth.

Arrangements for applications for places in Reception will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements. Lincolnshire residents can apply online www.lincolnshire.gov.uk/schooladmissions, by telephone (01522 782030) or by requesting a paper application. Residents in other areas must apply through their home local authority. Huttoft Primary School will use the Lincolnshire County Council's timetable published online for these applications and the relevant Local
Authority will make the offers for places in Reception on their behalf as required by the School Admissions Code (2014). Places will be allocated first to those who make an application before other children are considered. Huttoft Primary School's PAN is 23. Attending Huttoft Nursery does not give any priority within the oversubscription criteria for a place at Huttoft Primary School. The 2027/2028 Policy for places in Reception, applies to those children born between 01/09/2022 and 31/08/2023.

The School's published Admission Number is 23.

In accordance with legislation the allocation of places for children with an Education, Health and Care Plan (Children and Families Act 2014) where the school is named on the Plan will take place first. The school will then allocate remaining places in accordance with this policy.

i) **children who are, or have previously been, in public care 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.**
(see Definitions Note 1)

ii) **children who have a brother/sister currently attending the School at the time a place is required.**
(see Definitions Note 2)

iii) **increasing order of straight line distance**
(see Definitions Note 3)

The over-subscription 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.

Final Tie-Breaker

If any of the above criteria are oversubscribed, the final tie-break will be distance with the child living nearest being offered the place. If two or more children are tied for the last place because the distance is the same, there will be a lottery drawn by an independent person for these children only. The independent person will not be employed by the school or working in Children's Service Directorate at the local authority.

Definitions

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

2 In all cases, both siblings must live at the same address. A sibling is defined as:

- a brother or sister who shares the same biological parents
- a half-brother, half-sister, step-brother or step-sister
- a legally adopted child, a child legally adopted by a biological or step-parent

Twins and other siblings from a multiple birth

In these cases all the children will be considered together as one application. If one or more can be admitted within the published admission number the school will be allowed to go above its admission number as necessary to admit the 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

Where there is only one place available in the school the children will be considered together as one application. The school will be allowed to go above its admission number as necessary to admit all the children except in cases where

infant class regulations prevent this from happening. If this happens we can only legally offer one place because the government's school admissions code make no exception to the infant class size limit for siblings in the same year group. Siblings in the same year group are not 'excepted pupils' to infant class size limits. We will offer the parent one place for one child and refer the parent back to Lincolnshire County Council with regard to a place in a different school for the other child.

3 Measurements are calculated electronically from the Post Office address point of the child's home address to the Post Office address point of the school by straight line distance. We measure distance to three decimal places e.g., 1.256 miles.

Children of UK Service Personnel (UK Armed Forces)

In order to meet 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 within the UK will be accepted for a child for the purpose 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 child is 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 purpose of operating the oversubscription criteria if parents are unable to provide an address or prefer to use the unit address. This will be for 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 Governors 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.

Home Address

By home we mean the address where the child lives for the majority of term time with a parent (as defined as 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 both 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 take as the home address the address where the parent and child normally live for the majority of the school term time.

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.

B. Reserve List

For admission into Reception where the school is oversubscribed, the governors will keep a waiting list which we call a reserve list. If your child is refused a place at a school your child is automatically put on the reserve list, unless you have been offered a higher preference school. This list is held in the order of the oversubscription criteria, as required by the School Admissions Code. This means that names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. The governors do not take account of the time a child has been on the list when allocating places.

For the intake year the list is kept by the Schools Admissions Team until the end of August each year. After this the School Admissions Code requires that schools keep the reserve list until the end of the school year. You should contact the school for information about the reserve list if you wish your child to be placed on the reserve list after August of the admitting year.

If your circumstances change you must let the school know so that we can rank the list accurately and allocate places in accordance with the oversubscription criteria. If you do not wish to be added to the reserve list you must inform Huttoft Primary & Nursery School

or the Admission Team at LCC if the change relates to an application for Reception and it is before 1st September of the admitting year.

Schools are not required to keep any lists for any other year groups. The Governing Body of Huttoft Primary & Nursery School does not keep a reserve list for other year groups.

C. Appeals

The procedures for appeals relating to admissions will be in accordance with all relevant legislation. They are independent and entirely separate from the admission system. The decision of the independent appeal panel is binding on all parties. An appeal should be made in writing to the Clerk to the Governors at the school.

D. In Year Admissions

The governors will accept admissions into other year groups up to the PAN. 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 although the year group has not reached PAN. If there are more applications than places then the oversubscription criteria will be used to distinguish how the place(s) will be allocated. If there are no places then you will be told of the independent appeal system. Parents should apply online at www.lincolnshire.gov.uk/schooladmissions or call 01522 782030 for a paper form.

E. Fair Access

The purpose of the Fair Access Protocol is to ensure that unplaced children, especially the most vulnerable, are offered a place quickly when applying outside of the main admission round so that the amount of time any child is out of school is kept to the minimum. The Governing Body of Huttoft Primary & Nursery School will participate in the Lincolnshire County Council Fair Access Protocol (FAP). This includes admitting children above the published admissions number to schools that are already full where this is appropriate. Children allocated under the Fair Access Protocol will take precedence over children on the reserve list.

F. Fraudulent or Misleading Applications

As an admissions 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 an application has been made based on fraudulent or misleading information, for example a false address was given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

G. Deferring admission and part time attendance

Huttoft Primary & Nursery School provides for the admission of all children in the September following their fourth birthday. Where a child has been offered a place:

- 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 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 of summer born children deferring admission until the child starts Year 1 must reapply through the In-year process and risk losing the offered school place if the school is oversubscribed or becomes oversubscribed in the school year.

H. Admission of Children outside of their Normal Age Group

Children are typically allocated places according to their chronological age but 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 issues such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1 in September 2027. Parents wishing to make these requests must contact the local authority 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 taking into account:

- 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 the child has 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 of the school concerned

- if the child enters school for the first time at statutory school age, would it be in the child's best interest to join Reception or Year 1.

Parents/carers will be informed of the decision in writing setting out clearly the reasons for the decision. In the case of those requesting delayed admission, if this is agreed, the parents/carers must decide whether to withdraw their application and apply in the next admissions round or proceed with an offer for 2027 admission. The school admissions team will notify the parents of whether the request has been agreed before national offer day if the request is submitted by 15th January of the admitting year. Parents will not be aware at that stage which school has been allocated, only that the school agrees in principle to an out of cohort request. In all other cases, the decision will be notified to parents as soon as possible after national offer day. If the request is refused, parents must decide whether to accept the offered place for Reception 2027 or refuse it and make an in year application for Year 1 in June 2028. The decision made at one school is not binding on any other school and therefore schools may come to different decisions based on the information submitted.

Part Two: Nursery Admissions

A. Nursery Admissions

Demand for places at Huttoft Primary & Nursery School is traditionally high in Nursery. When considering applications, the Headteacher and Governing Body will use the criteria outlined in this policy to allocate places fairly and transparently.

✅ Universal Entitlement

- **All 3- and 4-year-olds** in England are entitled to **15 hours of free childcare per week** for **38 weeks a year**, regardless of income or employment status. You don't need to apply—your childcare provider will arrange this.

✅ Working Parents

If you and/or your partner are working, you may be eligible for **30 hours of free childcare per week** for children aged **9 months to 4 years**, provided:

- You each earn at least **£195 per week** (equivalent to 16 hours at National Minimum Wage).
- Your **adjusted net income is under £100,000**.
- You live in England and use **approved childcare** (e.g., Ofsted-registered nurseries, childminders).

You can apply from when your child is **23 weeks old**, and the entitlement starts from the **term after they turn 9 months**.

Low-Income or Vulnerable Families

If your child is **2 years old**, they may be eligible for **15 hours of free childcare** if you receive certain benefits, such as:

- Your child has an **Education, Health and Care Plan (EHCP)**.
- Your child is looked after by the local authority.
- Income Support

- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- tax credits, and your household income is £16,190 a year or less before tax
- the guaranteed element of Pension Credit
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

2-year-olds can also get free childcare if they:

- are looked after by a local authority
- have a statement of special education needs (SEN) or an education, health and care (EHC) plan or get Disability Living Allowance
- have left care under an adoption order, special guardianship order or a child arrangements order

Further information can be found at www.lincolnshire.gov.uk/fundedchildcare

If a parent loses eligibility for working parent entitlement (WP):

- They will receive a "grace period" – this means they will be able to keep their childcare for a short period.
- Once the "grace period" has lapsed, the parent may be entitled to the universal 15 hours entitlement.

Session timings and options will be reviewed each year to reflect the needs of our community. Details of options available will be published on our website or can be gained through contacting the school directly.

If the school has enough places for all of the children applying, then they will all be offered a place. However, if there are more applicants then places the following process will be followed.

B. 2-Year-Old Places

If there are not enough places available then funded children will receive priority over fee paying children. Any remaining places will be offered to fee-paying children using the criteria below. If there are still not enough places available for funded children then places will be allocated using the following criteria:

- All looked after and all previously looked after children
- Children who have an Education and Health CarePlan
- Children with a ‘Child in Need Plan’ or a ‘Child Protection Plan’
- A brother or sister attending our Nursery school at the time of application who will still be attending at the expected time of admission
- Closest distance from home to Huttoft Primary & Nursery School (measured using google maps driving distance)

C. 3 and 4 year-old places

Applications will be split in to 30 hours and 15 hours applications. The number of spaces available will be evenly split between these two application groups. For the purposes of this exercise children that are entitled to 30 hours but only wish to take the 15 hours option at to Huttoft Primary & Nursery School will be considered ‘15 hours children’.

Both the 15 hours applications and the 30 hours applications will be allocated places in the same order using the following priority criteria:

- All looked after and all previously looked after children
- Children who have an Education and Health Care Plan
- Children with a ‘Child in Need Plan’ or a ‘Child Protection Plan’
- A brother or sister attending to Huttoft Primary & Nursery School at the time of application who will still be attending at the expected time of admission
- Children who will be taking either a full 15 hours or a full 30 hours entitlement with us
- Closest distance from home to Huttoft Primary & Nursery School (measured using google maps driving distance)
- Once all 15- and 30-hours places have been allocated, if any spaces remain they will be offered to the outstanding applicants in the other group continuing to use the criteria above until all applicants have a place or the school has reached its maximum admission number. If distance is not sufficient to distinguish between applicants for the last place then a lottery will be conducted.

In the event that one 15 hours session (e.g. mornings) has more applicants than places but we still have other 15 hours sessions available, children who meet criteria 1-3 will be offered a place first then all remaining children will be entered in to a ballot for the

remaining available places. This gives each and every child an equal chance of being allocated a place for the session that they requested. All applicants' names will be placed in a box and will be drawn out and recorded one by one until all session places have been filled. Twins/triplets will be treated as one application for the purposes of the ballot to ensure they can attend the same session times. The ballot committee will consist of the Headteacher, Headteacher's PA & Office Manager and a member of the Governing Body. Applicants who were not successful in the ballot will receive an offer of a place in the alternative available session.

We will retain a list of unsuccessful applicants and in the event of spaces becoming available during the academic year, they will be offered from the waiting list in line with the admissions criteria given above.

Should parents/carers turn down an offer of a place due to it not being their preferred session, their child's name will go on a waiting list for consideration if a vacancy arises during the year. However, if a child is already attending the Nursery (having accepted a place even though it was not their preferred session) then that child will be offered the vacant place first.

If there are places remaining after the initial allocation for the start of the school year in September, these can be offered to children who become two or three years of age on or after September 1st and will be offered in line with admission criteria as set out in this policy.

- Children born between September 1st and December 31st may be offered a place from January.

- Children born between January 1st and March 31st may be offered a place from April.

Once we have made an offer we can consider withdrawing the place in the following cases:

- Where a fraudulent or intentionally misleading application led to an offer of a place. For example, a false address was given which denied a place to a child with a stronger claim.

- Where parents/carers do not respond to our offer or any of our follow-up letters.

- Where an error has led to an offer of a place.

D. Additional Notes

The Governors and Headteacher of the school are responsible for publishing this policy. Parents and carers should contact the school for more details.

There is no legal requirement that nursery children must have a place in a class or school and as such, there is no right of appeal against a decision not to offer a child a place at a particular nursery school or class.

Attendance at the nursery will not guarantee admission to any Reception class and does not give advantage to the child's application to any Reception class.

A separate application for admission to Reception class will always have to be made.

Huttoft Primary & Nursery School has an inclusive education policy and children will not be discriminated against as laid down by the Sex Discrimination Act 1975, The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, The Human Rights Act 1998 and The Special Educational Needs and Disability Discrimination Act 2002. This includes reasons such as:

- Developmental delays, e.g. a child's self-help skills are delayed affecting activities such as dressing, feeding or toilet training.
- Additional educational needs, including emotional or behavioural difficulties.
- Physical or sensory impairment.

Looked After and Post Looked After Definition

Sometimes referred to as child in public care, a looked after child is a child in the care of the local authority or is provided with accommodation by a Local Authority in accordance with section 22(1) of the Children's Act 1989, at the time of application. 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.

Children in Need Definition

Section 18 (10) Children Act 1989 says that a child is defined as being in need if they are unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision for them of services by a Local Authority under Part III of the Children Act 1989, or their health or development is likely to be significantly impaired or further impaired, without the provision for them of such services, or they is disabled. In practice any child who meets the following criteria should be regarded as a Child in Need:

- Those referred by Social Services, with particular reference to those considered to be at risk in terms of child abuse
- Those with a Child in Need Plan
- Those with a Child Protection Plan

Siblings Definition

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 siblings must live at the same address. A sibling is defined as;

- a brother or sister who shares the same biological parents
- a half-brother, half-sister, step-brother or step-sister
- a legally adopted child,
- a child legally adopted by a biological or step-parent

Home Address Definition

By home we mean 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 both addresses during school term time, they can choose which address to use on the application.