Bourne Abbey
CE Primary Academy

Infinity Academies Trust

*Ready to learn; Prepared to flourish.*

# Admissions Policy for 2027-2028

**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 Bourne Abbey C of E Primary Academy

**Contact Name:** 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 Bourne Abbey 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: | Head of School |
| Executive Policy Owner: | Gavin Booth |
| Approval by: | Abbey Academies Trust Board |
| Approval Date: | 12th January 2026 |

**Revision History**

| Document Version | Description of Revision | Date |
|---|---|---|
| 1.1 | Added to Infinity template. Revised admissions authority information and updated trust branding/logo references. | August 2026 |

**BOURNE ABBEY CHURCH OF ENGLAND PRIMARY ACADEMY**
**ADMISSIONS POLICY**

**Infinity Academies Trust** is the admissions authority for Bourne Abbey C of E Primary Academy.

**RECEPTION YEAR**
The number of intended admissions for the year commencing in September is 90.

Bourne Abbey C of E 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:

a) that child is entitled to a full-time place in the September following their fourth birthday.

b) the child's parents/carers 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/carers 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.

Arrangements for applications for places in Reception at Bourne Abbey C of E Primary Academy will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements. Parents/carers 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/carers resident in other areas must apply through their home local authority. Bourne Abbey C of E Primary Academy will adhere to the 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.

For entry into Reception in September, we will allocate places to parents/carers who make an application before we consider any parent/carer who has not made one.

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.

Attendance at Abbey Ark does not give any priority within the oversubscription criteria for a place at the academy. Parents/carers must make a separate application for the transfer from Abbey Ark to Reception.

If there are more applicants than spaces available, the following over subscription criteria will be applied. 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 tie-breaker is used.

**Oversubscription criteria**

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. (Note 1)

B. There is a brother or sister (Note 2) on roll at the school at the time of application.

C. The child is the child of a member of staff who:

   a. 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. Is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage

D. The school is the nearest state-funded one to the home address, as defined in note 3.

E. The distance from the home to the school, priority will be given to the child living closest the school, as defined in note 4.

If two or more children are tied for the last place a lottery will be drawn by an independent person, not employed by the academy or working in the Children's Service Directorate at the local authority.

**Definitions and notes**

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 - a full brother or sister, whether or not resident in the same household. Another child normally living for the majority of term time in the same household, where an adult in the household has parental responsibility as defined by the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996.

   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. Nearest school - 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 https://www.lincolnshire.gov.uk/find-nearest-school to identify which school is your closest school.

   Home Address - 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). 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 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.

   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 the relevant section below.

4. Distance measurement - 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.

**Reserve list**

For admission into Reception, Bourne Abbey C of E Primary Academy will keep a waiting list which we call 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. This list is kept in the order of the oversubscription criteria, as required by the School Admissions Code. This means that names can move up and down the list depending on where the other children are ranked against the oversubscription criteria. The academy must not take account of the time you have been on the list when allocating places. For Reception the list is kept by Lincolnshire County Council's School Admissions Team until the end of the coordinated admission round in August each year. After this the academy keeps the reserve list until the end

of the autumn term of the admitting year. This list is abolished at 31st December and parents wishing to remain on this list must contact the school for more information.

The academy keep reserve lists in the order of the oversubscription criteria for each other year group until the end of each the academic year and parents wishing to remain on this list must contact the school for more information.

**Appeals**

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 appeal 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 school website

**In Year admissions**

Bourne Abbey C of E Primary Academy will accept admissions into other year groups if there are places available. Parents can apply through the parent portal online via Lincolnshire County Council at www.lincolnshire.gov.uk/schooladmissions, or call 01522 782030 and request a paper application form. If there are more applications than places available, 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.

**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. Pupils allocated under fair access protocols will take precedence over those on a waiting list or awaiting appeal. Bourne Abbey C of E Primary Academy will participate in Lincolnshire County Council's fair access protocol.

**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 admissions 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
- 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.

**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 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 a fresh and you will be advised of your right of appeal if a place is refused.

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

Children will normally be placed in the year group to which they belong by chronological age.

Parents/carers may seek a place for their child outside of their normal age group, for example, if the child is able 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/carers 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/carers to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

Bourne Abbey C of E Primary Academy 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/carer'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 Head of School

Policy reviewed: December 2025
Determined by Trust Board: 12th January 2026