



**NORTH EAST LINCOLNSHIRE COUNCIL**  
**Communities**  
**Qualifying Co-ordinated Admissions Scheme for Primary Schools in**  
**North East Lincolnshire**

**Applicable to admission arrangements for the academic year**  
**2025-2026**

This scheme aims, in so far as is practicable, to be compatible with the schemes for North Lincolnshire and Lincolnshire. North East Lincolnshire will co-ordinate arrangements with these two authorities. This means that the dates for transferring information will be compatible. It does not mean that the procedures and rules governing admissions and allocations are the same. These are described in each local authority's published information.

# CONTENTS

Introduction .....	3
The Scheme.....	3
SCHEDULE 1 .....	4
PART I - THE SCHEME .....	4
Processing of CAFs.....	6
Determining offers in response to the CAF.....	6
PART II - LATE APPLICATIONS.....	7
PART III – FALSE INFORMATION .....	8
PART IV - APPEALS.....	8
SCHEDULE 2 .....	9
Co-Ordinated Scheme Timetable .....	9
SCHEDULE 3 .....	10
Determination Of Next Nearest School .....	10
SCHEDULE 4 .....	11
Admission Authorities Of North East Lincolnshire Primary Schools Covered By The Scheme ..	11
Glossary.....	12

## **Qualifying Coordinated Admissions Scheme for Primary Schools In North East Lincolnshire Introduction**

- 1 This scheme is made under Section 89B and 89C of the School Standards and Framework Act 1998 and section 40 of the Education and Inspections Act 2006 and in accordance with The Education (Co-ordination of Admission Arrangements) (Primary Schools) (England) Regulations 2002 and 2008, and The School Admissions (Alteration and Variation of, and Objections to, Arrangements) (England) Regulations 2007.

### **The Scheme**

- 2 Pursuant to Section 89B of the School Standards and Framework Act 1998, and in accordance with The Education (Co-ordination of Admission Arrangements) (Primary Schools) (England) Regulations 2002 and 2008, this scheme is made for the purpose of co-ordinating the arrangements for the admission of pupils to primary schools in the area (“the scheme”).
- 3 The scheme referred to in paragraph 3 shall be determined in accordance with the provisions set out in Schedule 1, and processed in accordance with the timetable set out in Schedule 2.
- 4 The scheme shall apply to every primary school in the local authority’s (LA) area, except special schools and nursery schools, and shall apply to the admission arrangements for the specified year. Schools to which the scheme applies are set out in Schedule 4.
- 5 The Director of Children Services is authorised to make minor amendments to this scheme in consultation with admission authorities affected in order to ensure the smooth implementation of the procedures described.

# SCHEDULE 1

## PART I - THE SCHEME

- 1 North East Lincolnshire Council will have an online application facility and a Common Application Form (CAF) available for all parents/carers of pupils who reside within North East Lincolnshire and whose child is due to start school for the first time or transfer to junior school.
- 2 The online application facility / CAF must be used as a means of expressing up to three preferences for the purpose of section 86 of the School Standards and Framework Act 1998, by parents/carers resident within North East Lincolnshire wishing to express a preference for their child.
  - a) to be admitted to a school within the LA area (including community, voluntary controlled, voluntary aided, trust, foundation schools and academies);
  - b) to be admitted to a school located in another LA's area (including community, voluntary controlled, voluntary aided, trust, foundation schools and academies);
- 3 The CAF will –
  - a) invite the parent/carer to express up to three preferences including, where relevant, any schools outside the LA's area, in rank order of preference.
  - b) invite parents/carers to give their reasons for each preference.
  - c) together with the Authority's booklet, Your New School – A Guide for Parents, explain that the parent/carer will receive no more than one offer of a school place and how that place will be allocated.
  - d) specify the closing date and where it must be returned to.
- 4 The LA will make appropriate arrangements to ensure:
  - a) that the CAF together with the booklet are available online and on request, to all parents/carers who reside within North East Lincolnshire.
  - b) that all relevant information explaining the co-ordinated admissions scheme is available on request, and wherever possible distributed through primary schools and early years providers to all parents/carers who reside within North East Lincolnshire.

The LA has agreed with the other LAs concerned that it will make available its booklet and relevant information but not its CAF to parents/carers of children residing in other LAs.
- 5 All preferences expressed on the CAF are valid applications. The governing body of a voluntary aided, trust, foundation school or academy can require parents/carers, who have named their school as a preference on the CAF, to provide additional information and/or a supplementary form where it is required for the governing body to apply their oversubscription criteria to the application.
- 6 Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed either the North East Lincolnshire CAF or, if resident in another area which has a common application form, their home area's common application form, and the school is nominated on it. Where supplementary forms are received directly by academies, voluntary aided, trust or foundation schools the school must inform the LA immediately so it can verify whether a CAF or neighbouring area's CAF has been received from the parent/carer and, if not, contact the parent/carer and ask them to complete one. Under the requirements of the scheme, parents/carers will not be under any obligation to

complete an individual school's supplementary form where this is not strictly required for the governing body to apply their oversubscription criteria.

7 Any school which operates criteria for selection by ability or aptitude must ensure that its arrangements for assessing ability or aptitude, to enable decisions to be made on nominations, conform with the timing requirements of the scheme as set out in Schedule 2.

## 8 **Requests for admission outside the normal age group**

Parents may seek a place for their child outside of the 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 (1 April to 31 August) 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 one.

When requesting admission outside the normal age group, the parents should firstly complete the standard application for the normal age group by the 15 January 2025. In addition, they should contact the council's Admissions Team to ask for an "admission outside the normal age group" form to be sent to them. That form should also be submitted by 15 January 2025 (earlier if possible). On the "admission outside the normal age group" form they should list the schools they wish to consider their request, give information about why they are making the request, and submit any relevant evidence they may have (for example, if their child is receiving support from a speech and language therapist).

Where parents complete an "admission outside the normal age group" form the council will consider their request on the circumstances of each case and in the best interest of the child concerned. This will include taking account of the parent's views; 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely; and the views of the head teacher of the school concerned. The council will then make a decision on the request (for community and voluntary controlled schools) or make a recommendation on the request (to voluntary aided, foundation, and academy schools) for the relevant admission authority to make its own decision. Requests for schools outside North East Lincolnshire will be referred to the council in whose area the school is, for consideration under that council's scheme.

When the admission authorities for each school preferred by the parents have made a decision on the request, the council will write to the parents informing them of the decisions by **14 February 2025**.

If the request has been agreed, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group.

## Processing of CAFs

- 9 Completed CAFs are to be returned to the LA by **15 January 2025**, so that the LA can keep track of parents/carers that do not complete a CAF.

## Determining offers in response to the CAF

- 10 The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the CAFs. The LA will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the CAF where-
- (a) it is acting in its separate capacity as an admission authority, or
  - (b) an applicant is eligible for a place at more than one school, or
  - (c) an applicant is not eligible for a place at any school that the parent /carer has nominated.

The LA will allocate places in accordance with the provisions set out in paragraph 12 of this schedule.

- 11 **By 24 January 2025** the LA will have provided other LAs and admission authorities details of every preference from North East Lincolnshire residents for a place in a primary school maintained by those admission authorities and have received from other LAs details of every preference from one of their residents for a place in a North East Lincolnshire primary school. The LA will also have provided the admission authority of each primary school with details of every preference that has been made for that school including, where required by the admission arrangements for the school in order to apply their oversubscription criteria and all relevant details received by this date.

**By 14 February 2025** the admission authority for each school will consider all applications for their school, apply the school's oversubscription criteria (if appropriate) and provide the LA with a list of those applicants ranked according to the school's oversubscription criteria. Where the number of applicants exceeds the number of places available at the school by a significant amount, the admission authority need rank only as many as it agrees with the LA to be necessary, allowing for the fact that some of those who could be offered a place might be offered a place at another school.

- 13 **By 7 March 2025** the LA will match this ranked list against the ranked lists of all other primary schools in North East Lincolnshire and:

- Where the child is eligible for a place at only one of the schools preferred on the CAF, that school will be provisionally allocated to the child.
- Where the child is eligible for a place at two or more of the schools preferred, they will be provisionally allocated a place at whichever of these is the highest ranked preference.

The LA will inform other LAs of the outcome of all parental preferences for places in North East Lincolnshire primary schools from their residents together with reasons for any unsuccessful preferences.

- 14 The LA will, in light of information received from other LAs regarding preferences expressed for places in their primary schools from North East Lincolnshire residents, again carry out the actions identified in paragraph 12 of this schedule and **by 14 March 2025** inform other LAs of those potential offers and of those they will not with reasons. The LA will also notify neighbouring LAs of any consequential potential offers that can now be offered to applicants resident in their areas.

- 15 **By 28 March 2025**, following any consequential amendments arising from further information received from other LAs under paragraph 13 of this schedule, no further changes will be made to the ranked lists and each child will be offered the potential place applicable at that date. Where a child is not eligible for a place at any of the three preferred schools on his/her CAF the child will be allocated a place at the nearest appropriate school with a vacancy as defined in Schedule 3.
- 16 The LA will also inform North East Lincolnshire primary schools of the pupils to be offered placed at their schools by **25 April 2025**.
- 17 **On 16 April 2025**, 'National Offer Day', parents/carers will be notified on behalf of the relevant admission authorities that they are being offered a place at the allocated school. This letter will give the following information:
- The name of the school at which a place is offered;
  - Where a child has been refused a place at a school ranked higher on the CAF than the one of which a place has been offered, the reasons why the child is not being offered a place;
  - Information about their statutory right of appeal against the decisions to refuse places;
  - Contact details for the relevant LA for community schools and those voluntary aided, trust, foundation schools and academies where they were not offered a place, so that they can lodge an appeal with the governing body responsible;
  - Where a child has been refused a place at a North East Lincolnshire School ranked higher on that CAF than the one at which a place has been offered the child's name will be added to the waiting list of the school (see admission policies).
  - Where a child, residing in North East Lincolnshire, has been refused a place at all of their preferences, the Local Authority will allocate a place at the next nearest school in accordance with Schedule 3.
- 18 **1 May 2025** is the deadline for parents/carers to accept the place offered or request admission outside normal age group. If they do not respond by this date it will be assumed that they have accepted the place.
- 15 May 2025** Second Allocation date for late applications/changes of preference (received after 15 January 2025 and before 14 May 2025)
- 19 From **15 May 2025** onwards all further applications are dealt with on an ongoing basis.

## **PART II - LATE APPLICATIONS**

- 20 The closing date for applications in the normal admissions round is **15 January 2025**. **Applications received after 15 January 2025 and up to 14 February 2025** where the lateness has been unavoidable (e.g. parents/carers move into the area) will be considered and included in the offer of places made on the offer day (16 April 2025).
- 22 Applications received after **15 January 2025 and before 16 April 2025**, without good reason for the lateness, including changes of preference, will be considered as **late** applications and will be allocated at a second allocation by **15 May 2025**. Applications or changes of preference received from **16 May 2025** and before **1 September 2025**, will be processed in order of the date received and an offer/refusal notification sent as appropriate.

## **No CAF received by 31 August 2025**

- 23 **By 31 August 2025** the LA will allocate places to any North East Lincolnshire child of whom it is aware, or for whom it has not received an application under the scheme. A place will be offered at the nearest appropriate school with a vacancy as defined in Schedule 3.

## **PART III – FALSE INFORMATION**

- 24 Where, under the scheme, the offer of a place is found to be based on a fraudulent or intentionally misleading application which effectively denied a place to a child with a stronger claim to the place at the school, the offer of the place may be withdrawn where this provision is included in the respective admission arrangements of the respective admission authority.
- 25 In determining whether to withdraw the offer of the place account will be taken of whether the child has commenced at the school and, if so, the length of time the child has been attending.
- 26 Where a place or an offer has been withdrawn, the application will be reconsidered and an independent appeal offered where the child is re-offered a place or re-admitted to the school

## **PART IV - APPEALS**

Parents/carers have a statutory right of appeal against the decision to refuse admission to any of their preferred schools. Parent/carers who wish their appeal to be heard in the first round of appeals must lodge them within 20 school days from the date of notification that their application was unsuccessful and no later than 17 May 2025. Appeals must be lodged in writing. The LA will provide information in the refusal letter as to where appeal forms can be obtained. On time appeals for primary schools will be heard in June of the offer year. Appeals submitted late will still be heard but at a later date.



## **SCHEDULE 2**

### **Co-Ordinated Scheme Timetable**

**(for primary admissions for the academic year 2025-2026)**

#### **By 20 September 2024**

Inform other LAs of Y2 pupils who reside within their administration area and receive details of North East Lincolnshire pupils attending their primary schools.

#### **By 6 November 2024**

LA issues information to Infant and Primary schools and Early Years Providers.

#### **On 7 November 2024**

Schools issue information to parents applying for admission to schools.

#### **By 15 January 2025**

Closing date for the applications

#### **By 17 January 2025**

Schools must notify the LA as to whether they intend to admit pupils above their PAN.

#### **By 24 January 2025**

Last date for exchange of information between other LAs and other admission authorities.  
within North East Lincolnshire

#### **By 14 February 2025**

Indication of offers to/from other admission authorities.

#### **By 14 March 2025**

Firm offer of a place to/from other admission authorities.

#### **By 28 March 2025**

Final review of places to be offered to/from other admission authorities.

#### **On 16 April 2025**

Parents/carers informed of allocation.  
(to be posted on that day if applied on an online/paper CAF)

#### **By 1 May 2025**

Last date for offers to be accepted by parents/carers and for parent/carers to request admission outside of normal age group.

#### **14 May 2025**

Second allocation date

#### **17 May 2025**

Last date for appeals, to be heard in the first round, to be lodged.

#### **June / July 2025**

On time appeals heard and parents/carers informed of decisions re requests for admission outside of normal age group

## **SCHEDULE 3**

### **Determination Of Next Nearest School**

- 1 When a preference cannot be met the “nearest school” must be one with places available. The “nearest school” means:
  - The catchment school, if that has not been named as a preference;
  - If there is no place available at the child’s catchment area school the nearest school (with a vacancy) will be determined by measuring the distance between home and school in the way described in “Your New School – A Guide for Parents”.
- 2 If the ‘nearest school’ referred to above is a voluntary aided, trust, foundation school or academy a place will be offered after consultation with the school.

## SCHEDULE 4

### Admission Authorities Of North East Lincolnshire Primary Schools Covered By The Scheme Community Schools: Admissions Authority - North East Lincolnshire Local Authority

- **Infant Schools**

Queen Mary Avenue Infant School
---------------------------------

- **Primary Schools**

Grange Primary School	Stanford Junior & Infants School
Stallingborough CE Primary School	Western Primary School

- **Infant, Junior and Primary Academies: Admission Authority - The Governing Body of the School**

Bursar Primary Academy	Pilgrim Academy
Canon Peter Hall CE Primary Academy	Reynolds Academy
Coomb Briggs Primary School	St Joseph's Catholic Primary Voluntary Academy
Eastfield Primary Academy	St Mary's Catholic Primary Voluntary Academy
East Ravendale C of E Primary Academy	St Peters CE Primary School
Edward Heneage Primary Academy	Scarcho Gateway Academy
Elliston Primary Academy	Scarcho Infants School
Enfield Academy of New Waltham	Scarcho Junior Academy
Fairfield Academy	Signhills Infant Academy
Great Coates Primary School	Signhills Academy
Healing Primary School	Springfield Primary Academy
Humberston CE Primary School	Strand Primary Academy
Humberston Cloverfields Primary Academy	Thrunscoe Primary & Nursery Academy
Laceby Acres Academy	Waltham Gateway Academy
Lisle Marsden CE Primary Academy	Waltham Leas Primary Academy
Littlecoates Academy	Weelsby Academy
Macaulay Primary Academy	Welholme Academy
Middlethorpe Primary Academy	William Barcroft Junior School
New Waltham Academy	Willows Academy
Oasis Academy Nunsthorpe	Woodlands Academy
Old Clee Primary Academy	Wybers Wood Academy
Ormiston South Parade Academy	Yarborough Academy

## Glossary

In this scheme –

“the LA” means North East Lincolnshire Council acting in its capacity as local authority;

“the LA area” means the area in respect of which the LA is the local authority;

“primary school” has the same meaning as in section 5(1) of the Education Act 1996;

“secondary school” has the same meaning as in section 5(2) of the Education Act 1996;

“school” means a community, academy, voluntary controlled or aided, trust or foundation, school (but not a special school) which is maintained by the LA;

“appropriate school” means a primary school providing primary education;

“admission authority” in relation to a community or voluntary controlled school means the LA and, in relation to a voluntary aided, trust, foundation school or academy means the governing body of that school;

“the specified year” means the school year beginning at or about the beginning of September for the year of admission;

“admission arrangements” means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school;

“late application” means any application for a place in the first year of secondary education that is received after the deadline for application and up to the start of the academic year beginning at or about the beginning of September for the year of admission;

“eligible for a place” means that a child has been placed on a school’s list at such a point which falls within the school’s published admission number.