



Lisle Marsden
Church of England
Primary Academy

Admissions Policy
(2026-2027)

This procedure is non-contractual and can be amended by the academy at any time

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1. Overview

The academy was founded to provide education for children of the parish of St Augustine and St Marys and St James of Great Grimsby. It is an academy for the whole community seeking to offer a Christian based education for life in all its fullness, committed to excellence and enjoyment through learning, within an enabling environment that nurtures the potential and talents of all; empowering our children with wisdom, knowledge and skills, grounded in the Christian belief that everyone is created in the image and love of God. The academy values the involvement of all parents in supporting the school's Christian ethos. As a Church of England academy, we hold regular Christian collective worship and festivals, both in school and in Church. The governing body wishes to preserve the religious character of the academy, and therefore has taken this into account in determining the criteria for the allocation of places.

Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

2. Admissions Information

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

For applications in the normal admissions round you should use the application form provided by your home local authority. You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Admission Numbers

The school has an agreed Pupil Allocation Number, (PAN), of 90 pupils for entry in the Reception year group.

Allocation Criteria

The academy is attended by children from 4+ to 11. Children reach **compulsory school age** on the prescribed day following their fifth birthday, and are normally admitted in the September after their fourth birthday. All children will be considered for entry on an equal basis but in order to keep the school roll down to the numbers for which accommodation is available, it is necessary to have an annual admission number and a policy of priorities. After the admission of pupils 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 pupils 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.)***

- For each cohort of admission these priorities are:
 - 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).
 - Up to 10 places are reserved for the children of parents who are regular worshippers at a member church of 'Churches together in Britain and Ireland'. Up to five of these will be the children of members of Anglican Churches. (Parents are asked to supply to the school the name and address of the Priest or Minister from whom a reference should be sought).
 - Children living in the catchment area. For Reception pupils entering the academy the child must be living in the catchment area on the 31 December the year before starting primary school.
 - Children who will have a brother or sister in the academy at the time of the proposed admission. (This criterion refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address).
 - Children of staff at the Academy - either (a) where a member of staff has been employed by the Academy for two or more years at the time the application for admission is made or (b) where a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

- Four places are reserved for the children of parents who are practising members of a faith other than Christianity. (A supporting letter from the appropriate religious leader is required).
- Others – any remaining places will be allocated according to the nearest distance of residence from the academy, along the public highway.
- (Distance will be measured (by the shortest walking route) from the front door of the child's home address (including flats) to the main entrance of the academy, using the Local Authority's computerised measuring system, with those living closer to the academy receiving the higher priority).
- Places at the academy will be allocated, and applicants informed of the outcome, on National Offer Day, proceeding the September for which admission is sought. If applications for first admission to primary school exceed the number of places available, the admissions criteria will be strictly applied.

In-year Admissions

In the case of older children who apply to join the academy, admission will be on the basis of a place being available in the relevant class and age group. If there are more applicants than places available, the above criteria will apply.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group, maintained by the local authority. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the allocation criteria outlined above. Priority will not be given to children on the basis that they have been on the waiting list the longest. Applications for in-year admissions should be sent to the following address:

North East Lincolnshire Council, School Admissions team
at schooladmissions@nelincs.gov.uk or call 01472 326291 (option 4).

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

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. All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the

parent/carers and the academy, to determine whether this is in the best interests of the child.

- Information about the child's academic, social and emotional development will be taken into consideration when making decisions, including 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.
- 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 the 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.

3. Fair Access Protocol

We participate in North East Lincolnshire Council's Fair Access Protocol. This helps to ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place, in-year, get access to a school place as quickly as possible.

4. Appeals

Parents have a legal right to appeal against a decision not to admit a child to the academy. Information for parents on how to appeal is available on the academy's website, alternatively, the Head Teacher will be happy to provide information about this on request. If you wish to appeal, you should set out the grounds for your appeal in writing and send it to the following address:

Clerk of Independent Appeals Panels, Legal Services, Municipal Offices, Town Hall Square, Grimsby, North East Lincolnshire DN31 1HU.