

# Admissions Policy 2026-27

## William Barcroft Junior School



## Policy Sign-Off and Ownership Details

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Privacy Impact Assessment	Not Applicable
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Related Policies/Procedures	

Services	Applicable to
Trust-wide	√
Trust and School	√
School	

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## 1. Introduction and Aims

- 1.1. The Harbour Learning Trust is the Admission Authority for this Academy.
- 1.2. William Barcroft Junior School is part of the Harbour Learning Trust (HLT). HLT is a multi-academy trust operating across North East Lincolnshire and Lincolnshire with an aim to inspire greatness in every child and to equip them with the academic achievements, life skills and personal attributes to lead happy, safe, successful lives.
- 1.3. More information about the school can be found by visiting the website at: [wba.harbourlearningtrust.com](http://wba.harbourlearningtrust.com)
- 1.4. The aim of this policy is 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 a place to a child
- 1.5. The Academy welcomes enquiries and encourages visits by parents with children during the school day. Please contact the school office to arrange a visit.

## 2. Legislation and Statutory Requirements

- 2.1. This policy is based on the following advice from the Department for Education (DfE):
  - School Admissions Code
  - School Admission Appeals Code
- 2.2. 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.

## 3. Definitions

- 3.1. 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.
- 3.2. A **parent** is defined as including a natural or adoptive parent of a child (irrespective of with whom the child lives, or whether the parent has contact with or parental responsibility for the child), as well as non-parents who have care of, or parental responsibility for, the child.

3.3. **Children looked after (Children in our Care)** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

3.4. **Previously looked after children (Children previously in our care)** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

3.5. **Home Address** is considered as 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).

3.6. 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.

3.7. If a parent can show that their child spends an equal amount of time at two addresses during school term time, they can choose which address to use on the application.

3.8. 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.

## 4. How to Apply

4.1. Applications for places in 26/27 at the Academy must be made to the Local Authority where the prospective pupil lives on their Common Application Form which is accessible on their website.

4.2. You can use this form to express your preference for up to 3 state-funded schools, in rank order. We strongly encourage all preferences to be made.

4.3. Parents resident in North East Lincolnshire apply online at [www.nelincs.gov.uk/children-families-and-schools/schools-and-education/school-admissions/](http://www.nelincs.gov.uk/children-families-and-schools/schools-and-education/school-admissions/) You can also ask for a hard copy application form by phoning 01472 326291 option 4 Parents resident in other areas must apply through their home local authority.

## 5. Late Applications

- 5.1. Applications received by the Local Authority after the closing date for applications will be late applications, and will not be considered until after applications received on or before the closing date for applications have been considered and places allocated.
- 5.2. This means that the chance of achieving a place will be reduced. The names of those children who do not achieve a place will be placed on the waiting list (see section 11, allocation of places).

## 6. Requests for Admission Outside the Normal Age Group

- 6.1. Parents may seek a place for their child outside of their normal age group, Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow. Parents resident in North East Lincolnshire should call **01472 326291** for advice 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. [LCA] will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.
- 6.2. This will include taking account of:
  - the parent'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 Principal.
- 6.3. Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## 7. Children of UK Military Personnel

- 7.1. 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 Trust 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
  - 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.
- 7.2. Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the academy for more details.
- 7.3. For late coordinated applications and midyear 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 governors 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.

## **8. Allocation of Places**

### **8.1. Published Admissions Number (PAN)**

8.1.1. The published admission number (PAN) is 90.

### **8.2. Oversubscription Criteria**

8.2.1. All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

8.2.2. If the school is not oversubscribed, all applicants will be offered a place.

8.2.3. In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

- Looked after children and all previously looked after children who apply for a place at the school.
- Children with siblings who will be attending the school when the child is due

to start. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same home address. Priority will not be given to children with siblings who are former pupils of the school.

- Children who, at the time of application, are on roll in year 2 at Queen Mary Avenue Infant School.
- Children where the parent has been employed at the school for two or more years at the time of which the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- Distance in the following order:
  - Nearest School: measured by straight line distance. 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 NE Lincolnshire school admissions team using straight line distance to three decimal places e.g.1.234 miles.
  - The straight-line distance from the child's home to the Academy as calculated electronically to three figures after the decimal point (e.g. 1.543 miles) by NE Lincs admissions team from the Post Office Address Point of the home to the Post Office Address Point of the school.

8.2.4. This means that, in most cases, pupils who live closest to the Academy are given priority.

8.2.5. Applicants can use the 'Find your nearest school tool available on the NE Lincs website to identify which is the nearest school to their home address and then other nearby schools for the school phase required.  
<https://maps.nelincs.gov.uk/mynelincs2.aspx>

### 8.3 Waiting List

8.3.1 The School operates a waiting list for each year group for the duration of the school year. The names of all children who do not achieve a place in 2026/27 will be placed on the waiting list, unless you have been offered a higher preference school and it will be open to other parents to ask for their child's name to be placed on the waiting list following an unsuccessful application.

This list is kept in the order of the oversubscription criteria, as required by the school admissions code. Children can move up and down the list depending on where the other children are ranked against the



oversubscription criteria. The admission authority must not take account of the time you have been on the list when allocating places. For the intake year, the list is held by the Local Authority School Admissions Team and fully shared with the academy until the end of August. After this, the academy maintains this list each year.

#### **8.4 Tie Break**

8.4.1 In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the academy will use random allocation as a tie breaker to decide between applicants. This process will be independently verified.

#### **8.5 Challenging Behaviour**

8.5.1 We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

8.5.2 We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

#### **8.6 Fair Access Protocol**

8.6.1 We participate in NE Lincolnshire County Council's Fair Access Protocol. This helps 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.

## 8.7 Fraudulent Applications / Withdrawing Offers

8.7.1 As the admission authority for the academy, the Trust has 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 if 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 afresh and you will be advised of your right of appeal if a place is refused.

## 9. In-Year Admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted, where, following consultation, it has been agreed by the school that need can be met.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

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. When a space becomes available, it will be filled from the waiting list in accordance with the oversubscription criteria listed in section 7 of this policy.

Applications for in-year admissions should be sent to the following for the attention of The In-Year Admissions Co-ordinator.

Email: [schooladmissions@nelincs.gov.uk](mailto:schooladmissions@nelincs.gov.uk)

Address:

School Admissions, Civic Offices, Knoll Street, Cleethorpes DN35 8LN

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

## 10. Appeals

If your child's application for a place at the academy is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. Appeals are heard using the School Admissions Appeal Code.

#### **11. Monitoring and Review**

This policy is reviewed every three years. It may be reviewed earlier to meet changes in legislation or the Trust business needs.