

# The Richmond School, Skegness

## Admissions Policy

Children can start school the September after their fourth birthday. Parents/carers of pre-school age children who wish them to start in the Reception Class must apply for a place in the academic year prior to their child's fifth birthday. The preferred method is by applying on-line at [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions). Alternatively parents can telephone School Admissions on 01522 782030 to register an application or to request a Common Application Form. This form must then be returned to the Local Authority (LA) which is responsible for the coordination of admissions for all schools in Lincolnshire.

The planned admission number for the year of entry to the Richmond School is 60, which is compatible with the school's duty to comply with the infant class size limit.

If the school has more applicants than places available it will apply the over subscription criteria detailed below.

In accordance with the Code of Practice for Special Educational Needs, the allocation of school places for pupils with a Statement of Special Educational Needs will take place before schools allocate other places as part of the annual admissions process.

### Over Subscription Criteria

In allocating places in accordance with this policy, the following criteria will be applied in the order listed:

- A. The child is in the care of the Local Authority (1)
- B. There is a brother or sister (2) who will still be attending the school when the child is due to start:
- C. The school is the nearest one to the home address, as defined in note 3. The distance from the home to the school. Priority will be given to the child living nearest the school, as defined in note 4.

If you are unhappy with the decision not to offer your child a place at your preferred school, you have the right to appeal to an Independent Appeal Panel. Further information on the appeals process in respect of community and controlled schools, together with an application form to register an appeal, can be obtained from School Admissions, County Offices, Newland, Lincoln, LN1 1YQ, telephone (01522) 782030

Parents of school age children who move into the town are welcome to visit the school. Requests for admission of such children to the school will be decided on the availability of a place in the required age group. Should there be insufficient places for the number of children requiring placements in any given age group, the over-subscription criteria will be applied. Consideration for places will not be given to children either of pre-school or school age until the family is resident in Skegness. If a child is refused a place because a year group is full, parents will be provided with details of their next available course of action from the School Admission Team.

Any child who is refused a place will be placed on the school's reserve list and their parents/carers will be contacted annually during term 6 to check whether or not they wish the child's name to remain on the list.

If your child has a Statement of Special Educational Needs, the appeals process outlined above is not appropriate. Any appeal against a school's decision not to offer your child a place would be through a Special Educational Need Tribunal. Details about this process can be obtained from the Special Educational Needs Services Group, County Offices, Newland, Lincoln, LN1 1YG, telephone (01522) 553332.

Further details regarding admissions to Lincolnshire schools can be found in the booklet "Going to School in Lincolnshire" published annually by Lincolnshire County Council and available from the school office or on the website [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions).

## Explanations and Definitions

1. A child in the care of the local authority is provided with accommodation by them in accordance with section 22 of the Children's Act 1989, at the time of application.
2. Brother or Sister  
A full brother or full sister, whether or not living in the same household. Another child normally living for the majority of term time in the same household, for whom 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.  
In the case of twins (or brothers and sisters in the same year group, and where there is only one place available in the school, both will be considered together as one application. The school will be authorised to go beyond its admission number by one, except if this breaches infant class size regulations. In this case we can only legally offer one place. Parents will be given the choice, either to accept the one place available and a place in a different school for the other twin (or sibling) or to accept places in the nearest school with two places. In the latter instance, the County Council will provide free transport for both children, provided the distance from home to school qualifies.
3. The nearest school is found by measuring the distance from your address to all schools by driving distance along public highways. The distance is measured electronically along public highways using the post office address point of the home to the post office address point of the school.

The term home means the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purpose of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for her/him.

This could include a child's guardians but will not usually include

other relatives such as grandparents, aunts, uncles etc unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and her/his property.

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 that of the parent who lives closest, measured by driving distance, to the school in question.

Equally, where a family possesses more than one home, the LA will take as the home address the address where the family and child habitually and normally live for the majority of the school term time.

4. The nearest address to the school is found by measuring the distance from your address to the school by driving along public highways. We do not measure to any other school. Distance is measured electronically along public highways using the post office address point of the home from the post office address point of the school.
5. If any of the oversubscription criteria have too many applicants then the tie-break will be by distance using the method in note 3.
6. Reserve List  
For admission into Reception the school will keep a reserve list. If your child does not get a place at your first preference school he/she is automatically put on the reserve list for any schools above the one you were offered. This list is in the order of oversubscription criteria. Names can be moved up and down the list if someone moves into the area and is higher placed on the oversubscription criteria.
7. Appeals  
Appeals are independent and organised by the County Council Legal Services Section and entirely separate from the admission system. The decision of the appeal panel is binding on all parties.
8. Parents of school age children who move into the area are welcome to visit the school. Requests for admission of such children to the school will be decided on the availability of a place in the required year group. Should there be insufficient places for the number of

children requiring placements in any given age group, the over-subscription criteria will be applied. Consideration for places will not be given to children of either pre-school or school age until the family is resident in the Skegness area. If a child is refused a place because a year group is full, parents will be provided with details of their next available course of action from the School Admission Team.

Any child who is refused a place will be placed on the school's reserve list and their parents/carers will be contacted annually during term 6 to check whether or not they wish the child's name to remain on the list.