



Morton CE Primary School Admissions Policy 2025-2026

- Policy Co-ordinator: Executive Headteacher/Head of School/Business and Operations Partner
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“Hand in Hand, Together we Can... Respect, Achieve, Enjoy, Believe”

Morton CE Primary School - a member of LAAT (Lincoln Anglican Academy Trust)

Admission Arrangements for the 2025 Intake

The Lincoln Anglican Academy Trust (hereafter, LAAT or Trust) is the admission authority for this school. They are responsible for setting the admission number and determining the oversubscription criteria that apply when applications exceed places. The LAAT delegates this responsibility to the Academy Committee but monitors and advises where necessary. Our policy was last determined in January 2024.

The published admission number for the school in 2025 is 30.

Arrangements for applications for places in the normal year of intake will be made in accordance with Lincolnshire County Council's coordinated admission arrangements.

Lincolnshire residents can apply online via the parent portal at www.lincolnshire.gov.uk/schooladmissions, by telephone or by requesting a paper application. Residents in other areas must apply through their home local authority. Community and voluntary controlled schools will use the Lincolnshire County Council's co-ordinated scheme published online for these applications and the relevant Local Authority will make the offers of places on our behalf as required by the School Admissions Code (2021).

Places will be allocated first to those who make an application before other children are considered.

Attending Little Owls Nursery (based at Morton CE Primary School) does not give any priority within the oversubscription criteria for a place in a school.

In accordance with relevant legislation, the allocation of places for children with an Education, Health, and Care Plan (EHCP) where the school is named on the plan will take place first. Remaining places will be allocated in accordance with this policy.

The intended overall effect of the proposed oversubscription criteria is to maximise the likelihood that local children will gain places at their local school in an oversubscribed year, but this is not guaranteed.

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 criterion will be applied until the tiebreaker is used. [If a criterion does not result in a decision between candidates, the next criterion will be used.

Definitions of terms indicated by numbers are given separately below.

| Criterion | | Notes |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| 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. | See note 1 |
| B | Children with a brother or sister attending the school at the time of application, or who will be attending the school at the expected time of admission. | See note 2 |
| C | Children for whom this school is the nearest to their home address. | See note 3a, 3b and 4. |
| D | Distance from the home address to the school. Places will be allocated to those living nearest the school first. | Measured by straight line distance. See note 3b and 4. |

Tiebreaker

If it is not possible to distinguish between one or more applicants for the last remaining place(s) then a lottery of those students will be drawn by an independent person, not employed by the school or working in the local authority children's services directorate to allocate the last remaining place(s).

Notes relating to the oversubscription criteria

1. Looked after and previously looked after children.

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 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. 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

Included in this criterion are:

- a brother or sister who shares the same biological parents
- a half-brother, half-sister, stepbrother or stepsister
- a foster sibling
- a legally adopted child
- a child legally adopted by a biological or stepparent

3a. Nearest school

The nearest school is found by measuring the straight-line distance from the child's home address to all state funded mainstream schools admitting children in the relevant year group.

Distances are measured in a straight line and are calculated to three decimal places (for example 1.543 miles) by the Lincolnshire County Council school admissions team, using Servelec's "Synergy" system. Information about the address used for each application is taken from the Ordnance Survey Address Base database, which provides 12-figure X and Y coordinates for each individual property. Details of which school is the closest school to your home address can be found at [Find your nearest school – Lincolnshire County Council](#)

3b. Home Address

The 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).

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 two addresses during school term time with a parent, 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 most 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 criterion

The distance measurement is found by measuring the distance from the child's home address to the school. Distances are measured in a straight line and are calculated to three decimal places (for example 1.543 miles) by the Lincolnshire County Council school admissions team, using Servelec's "Synergy" system.

Information about the address used for each application is taken from the Ordnance Survey AddressBase database, which provides 12-figure X and Y coordinates for each individual property. Distances are measured from this point of the child's home to the school.

Other information

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 compromise the education of the other children or when this would breach infant class size limits. Siblings in the same year group are not 'excepted pupils' to infant class limits.

Reserve List

For admission into the intake year the admission authority for Morton CE Primary School will keep a waiting list which we call a reserve list. 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. 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 until the end of August. After this the school admissions code requires that schools keep the reserve list until the end of the school year.

The school will clear the reserve list at the end of each school year. If you wish your child to be placed on the reserve list after August of the admitting year or after the list has been cleared at the end of the year, you should contact the school directly.

If your circumstances change you must let the school know so that they can rank the list accurately and allocate places in accordance with the oversubscription criteria. If you do not wish to be added to the reserve list, you must inform the school. If it is before the 1st of September of the admitting year you should also inform Lincolnshire County Council School Admissions Team.

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 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 Lincolnshire County Council website.

In-Year Admissions

Arrangements for applications for places in year will be made in accordance with Lincolnshire County Council's coordinated admissions arrangements. Applications should be made via Lincolnshire County Council or directly to the school. In the event of there being more applications than places available, the oversubscription criteria will be applied.

If it is necessary to refuse an applicant, they will be informed of their right of appeal. Parents can apply online at [School admissions – Lincolnshire County Council](#) or call 01522 782030 for a paper form.

Fair Access Protocol

Local Authorities are required to have Fair Access Protocols 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. Students allocated under fair access protocols will take precedence over those on a waiting list. Morton CE Primary School participates in Lincolnshire County Councils fair access protocol.

Fraudulent or Misleading Applications

As an admission authority we have the right to investigate any concerns we may have about an application and to withdraw the offer of a place if we consider there is evidence that an application has been made based on fraudulent or misleading information, for example if a false address was given which resulted in an offer of a place to a child which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

Children of UK Service Personnel (UK Armed Forces)

To support the military covenant aimed at removing disadvantage 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 following arrangements will apply:

- If an application is supported by an official letter declaring a posting and a relocation date, the school will accept an intention to move to a confirmed address or quartering within the UK. The intended address will be used if oversubscription criteria are required.
- Where the intention to move is not supported by an official letter declaring a posting and relocation date or is not related to a new posting, then the child's current address will be used.
- Proof of intended occupation of the residential address such as mortgage statement, exchange of contracts or signed tenancy agreement will be required. For applicants participating in the Future Accommodation Model trial, a letter accepting an address under the scheme will be accepted if a signed tenancy agreement cannot be provided.
- An offer may be withdrawn if the use of an incorrect address has resulted in a place being denied to another child who would otherwise have been offered the place.
- If a family is unable to provide an address for the new posting, the unit address will be accepted. This must be the base to which the parent has been posted.

Returning from Abroad

After national offer day, applications for a child of a crown servant returning from abroad or of a serving member of the armed forces will be considered by the school's council members. This will take place even if the school has reached its official PAN and will include the following considerations:

- Would the applicant have been offered a place had they applied on time in the admissions round?
- Are there any children on the reserve list with higher priority under the oversubscription criteria?
- Would admission of a further student compromise the efficient education and efficient use of resources? If so, would the impact be excessive?

The Governors have discretion to admit above the admission number in these circumstances, but they are not obliged to do so. If a place is refused, parents will be informed of their right of appeal.

Deferring Admission and Part-Time Attendance

Schools provide for the admission of all children in the September following their fourth birthday. Where a child has been offered a place, that child is entitled to a full-time place in the September following their fourth birthday. The child's parents can defer their child's start date until later in the school year but not beyond compulsory school age and not beyond the first day of the final term of the school year.

Where the parents wish, children may attend part time until they reach compulsory school age. Parents interested in deferring admission or arranging part-time attendance must contact the school to discuss this.

Parents of summer-born children deferring admission until the child starts Year 1 must reapply through the in-year process. The offered school place may be lost if the school is oversubscribed or becomes oversubscribed.

Admission of Children Outside of Their Normal Age Group

Children are typically allocated places according to their chronological age, but parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced issues 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 to reception rather than year 1 in September 2025.

Parents wishing to make these requests must contact their local authority for guidance on the procedure to follow. Parents will have the opportunity and responsibility to provide whatever evidence they wish to support their request.

Decisions will be based on the circumstances of each case and the best interests of the child concerned. This will include:

- the parent's views
- any available information about the child's academic, social and emotional development
- where relevant, the child's medical history and the views of a medical professional
- whether the child has 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 headteacher
- for children entering school for the first time at statutory school age, whether it would be in the child's best interests to join Reception or Year 1

Parents and carers will be informed of the decision and reasoning in writing. If delayed admission is agreed, the parents and carers must decide whether to withdraw their application and apply in the next admissions round or accept 2025 admission.

If the request is refused, parents must decide whether to accept the offered place for Reception 2025 or refuse it and make an in-year application for Year 1 in the summer term.

Decisions are based on each school's specific context and are therefore not binding on any other school. Additionally, due to differences in each school's particular circumstances, schools may come to different decisions based on the information submitted.