



Introductory statement

Poplar Farm School is a Free School catering for Primary School pupils. Poplar Farm School is a member of the Community Inclusive Trust (C.I.T).

Admissions are completed by the Local Authority. The school has no particular religious affiliation.

Admission number(s)

The school has an admission number of 60.

The school opened in September 2018 for Reception age pupils only with places across the full range becoming available as this cohort progresses through the school.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

Application process

The Local Authority will handle applications as if the school were in coordination with the local authority process for co-ordinating school offers. This means parents will need to complete an LA common application form which will include other choices of schools.

Applications for this school should be sent to:

The School Admissions Team
Lincolnshire County Council
County Offices
Newland
Lincoln
LN1 1YL

Mail to: schooladmissions@lincolnshire.gov.uk

Parents resident in Lincolnshire can apply online www.lincolnshire.gov.uk/schooladmissions, by telephone or by requesting a paper application form, by telephoning 01522 782 030. Parents Resident in other areas must apply through their home local authority. Lincolnshire County Council Co – ordained admissions scheme available at www.lincolnshire.gov.uk/schooladmissions 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). In year admissions are dealt with in accordance with the in-year section below. In accordance with legislation, the allocation of places for children with an Education, Health and Care Plan naming the school in the plan will take place first (Children and Families Act 2014). Remaining places will be allocated in accordance with this policy.

Oversubscription criteria

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 criteria will be applied until the tie-breaker is used. Definitions of terms indicated by numbers are given separately below:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order, 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.
2. Priority will next be given to the siblings of pupils attending the school at the time the application is received. Where an older sibling is in Year 6 siblings will not be prioritised under this criterion.
3. Priority will next be given to proximity of a child's home to the school, with those living nearest being accorded the highest priority. Distance to be measured in a straight line from the post office address point of the home to the post office address point (main reception entrance) of the school.

Tie-break

If the distance criterion is not sufficient to distinguish between two or more children are tied for the last place a lottery will be drawn by an independent person, not employed by the school or working in Children's Service Directorate at the local authority and not employed by CIT.

A 'looked after child'(1) 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 were looked after, but 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 and 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).

Late applications

All applications received by the LA after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the Academy Trust will decide on the basis of the circumstances of the case and in the best interests of the child concerned, considering the views of the Headteacher and any supporting evidence provided by the parent.

Reserve List

For admission into the intake years (reception at infant and primary schools, year 3 at junior schools) the governors will operate a reserve list. In the normal admissions round 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 governors do not take account of the time you have been on the list when allocating places.

For intake years the list is held by the School Admissions Team until the end of August each year. After this, the school keeps this list until December 31st of the admitting year/another time. This list is then abolished and parents wishing to remain on this list must contact the school for more information. You should contact the school for information about the reserve list when allocating places.

If you wish the school to add your child to the reserve list you must let the school know. Schools will clear the reserve list at the end of each school year, if you wish your child to remain on the list you must let the school know. 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 to comply with the School Admissions Code. The governors do not take account of the time you have been on the list.

Appeals

The procedures for appeals relating to admissions will be in accordance with all relevant legislation. 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. The decision of the independent appeal panel is binding on all parties. If a place is refused, you will be informed of your right of appeal. Information about the appeals process can be found on the LCC website:
<https://www.lincolnshire.gov.uk/school-admissions/appeal-school-place>

Midyear Admissions

Applications are currently made directly to the school or Lincolnshire County Council.

The governors will accept admissions into other year groups unless this would cause an infant class to be unlawfully large or prejudice to the provision of efficient education or the efficient use of resources. If there are more applications than places then the oversubscription criteria will be used to decide who should be offered the place. If there are no places then you will be told of the independent appeal system. Parents can apply online at www.lincolnshire.gov.uk/schooladmissions

Fair Access

Local Authorities are required to have Fair Access Protocols in order 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 reserve list or awaiting appeal. The school will participate in the Fair Access Protocol of Lincolnshire County Council's.

Children of UK Service Personnel (UK Armed Forces)

In order to meet the government's military covenant aimed at helping UK service personnel, and Crown Servants returning from abroad we have adopted the following arrangements.

For families of service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- Process an application in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address. This address will be used 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.
- The Governors 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.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the school for more details.

The Governors will not refuse a service child a place because the family does not currently live in the area.

For late co-ordinated 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 school's Governors 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. This is because we must only allocate places based on the criteria and must not admit a Services child ahead of another child with higher priority under the 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.

We will need the notice of posting or official government letter and posting address before we can consider an application under these arrangements. We allocate a school as soon as possible by applying the policies and practices that we normally follow.

Fraudulent or Misleading Applications

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 a false address was given 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.

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.

Children of Staff

Children of staff applies in either or both of the following circumstances:

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
- b) The member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

Admission of Children outside their Normal Age Group

Parents may seek a place for their child outside their 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 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 1. Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow. Parents resident in Lincolnshire should call 01522 782030 or email schooladmissions@lincolnshire.gov.uk 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.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- 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 head teacher.

Notes

Home address:

By home we mean 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 who has parental responsibility for the child as defined in the Children Act 1989. 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 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 both addresses during school term time, they can choose which address to use on the application. If a parent has more than one home, we will take as the home address the address where the parent and child normally live for the majority of the school term time.

We do not take into an account an intention to move.

Sibling:

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 go above its published admission number to 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 go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children or when this would breach infant class size limits. We will offer the parent one place for one child and a different school for the other child or children.