

TOYNTON-ALL-SAINTS
PRIMARY SCHOOL



ADMISSIONS POLICY

October 2026

Next review

October 2027

Purpose of the Policy

THIS ADMISSION POLICY should be read in conjunction with the Local Authority (LA) statement of policy and intent which sets out the Authority's policy on admissions. The school operates within this framework and follows all instructions and advice issued by the Education Department.

Aims

Our aims for admission are to:

- Provide places for children whose parents wish them to attend Toynton All Saints Primary School
- Meet the criteria of providing a place in the first instance for children who live in the communities of the designated area of the school and secondly for others who wish their children to attend Toynton All Saints Primary School.

ADMISSIONS POLICY FOR EARLY YEARS FOUNDATION STAGE – 3/4 YEAR OLDS

Parents are able to put their names down at school expressing an interest, although this does not mean a place has been offered, at any time up to the dates published in the 'Going to School in Lincolnshire' book. Letters offering places will be sent out within two weeks of these dates.

Arrangements for applications for places in the normal year of intake (Reception Year) will be made in accordance with Lincolnshire County Council's co-ordinated admission arrangements.

Lincolnshire residents can apply online www.lincolnshire.gov.uk/schooladmissions, by telephone or by requesting a paper application. Residents in other areas must apply through their home local authority. Toynton All Saints Primary follows Lincolnshire County Council's timetable, 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.

The Planned Admission Number (PAN) for any one year group is 15 and the school capacity (including 2 years of pre-school children, is 135 children. If this number is exceeded, then the places are allocated based on the following priorities:

- i. Governors will meet their legal obligation to children with statements of Special Educational Needs and/or children in the care of the Local Authority (LA).
- ii. Looked after children and all previously looked after children
- iii. Whether a brother or sister already attends the school
- iv. Nearest school: measured by straight line distance.
- v. Increasing order of straight line distance.

For families who have been unsuccessful, appeals procedures will be detailed in a letter; any appeal is to an Independent Appeal Panel.

ADMISSIONS POLICY – STATUTORY SCHOOL AGE CHILDREN

Children become statutory school age the term after their fifth birthday. For children who are not admitted as Early Years Foundation Stage children, applications for places for September 2025 must be made in accordance with the Coordinated Scheme for Primary School Admissions.

The planned admission number (PAN) for the school is 15. If this number is exceeded then the places are allocated based on the priorities stated above in **Admissions Policy – Early Years Foundation Stage –3/ 4 year olds** See above.

For families who have been unsuccessful, appeals procedures will be detailed in a letter; any appeal is to an Independent Appeal Panel.

The date of admission for children reaching statutory school age is September 1st. Advice about when to apply for these places must be sought from the school well in advance of February 1st each year.

Early Years Foundations Stage children will not be admitted in January and April if the class is full. Parents can reapply for a place for the following September.

ADMISSION PROCESS

A full induction process is in place, and children are invited to spend some time each week at school in the term prior to the start of their education.

Children may, by agreement with the Head teacher and parents, and in exceptional circumstances, commence school on a part time basis.

MIDYEAR ADMISSIONS

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.