



Department  
for Education

## **Poplar Farm School admission arrangements for 2017/2018**

### **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). The Trust is the admission authority and is responsible for the admission arrangements of the school. The school has no particular religious affiliation.

### **Admission number(s)**

The school has an admission number of 60 for entry in year reception.

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 you will need to complete your LA common application form which will include your other choices of school. If the funding agreement is not signed by national offer day then the LA will make a conditional offer for Poplar Farm School alongside a firm offer for another open school.

Applications for this school should be sent to School Admissions Team, Lincolnshire County Council at the following address County Offices, Newland, Lincoln, LN1 1YL  
[schooladmissions@lincolnshire.gov.uk](mailto:schooladmissions@lincolnshire.gov.uk)

The application form can be obtained from School Admissions Team, Lincolnshire County Council <https://www.lincolnshire.gov.uk/parents/schools/school-admissions/> . The online application form is used by over 95% of parents and is available on this website alternatively a paper form can be obtained by calling 01522 782030:

The closing date for applications is 15/01/2018

Offers will be made on 16/4/2018. If we have not entered into a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement.

The application form can be obtained from School Admissions Team, Lincolnshire County Council <https://www.lincolnshire.gov.uk/parents/schools/school-admissions/> .

## **Oversubscription criteria**

The criteria in this section apply to entry at all phases of the school.

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

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.
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 in categories 2-3 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line. Random allocation undertaken by the local authority will be used as a tie-break in categories 2-3 above to decide who has highest priority for admission if the distance between a child's home and the academy/free school is equidistant in any two or more cases.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.

## **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 make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.<sup>1</sup>

## **Waiting lists**

The school will operate a waiting list. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact School Admissions Team, Lincolnshire County Council by 17/05/2018 for information on how to appeal. Information on the timetable for the appeals process is on our website at <http://poplarfarm.eschools.co.uk/website>

## **Notes:**

Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the

residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Sibling:

‘Sibling’ means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.