

# **The Canon Peter Hall Church of England Primary School**



## **Admissions Arrangements 2025-2026**

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### **1. Aims**

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

### **2. Legislation and statutory requirements**

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code
- School Admission Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. This policy complies with our funding agreements and Articles of Association.

### **3. Arrangements for the admission of pupils to The Canon Peter Hall Church of England Primary School**

**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 North East Lincolnshire's admissions arrangements.

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 the criteria set out below. It should be noted that we will always give priority to those who have actually applied for places over those who fulfil any of the criteria but have not actually made an application.

1. Looked after children (children in public care) or a child who was previously looked after.
2. Living in the catchment area.
3. Having brothers or sisters who are already at the school when your child is due to start there.
4. The last factor is geographical. We will give priority to those living nearest to the school (if there is more than one route, the distance measured is the shortest available safe route for pedestrians), from the front door of the child's home address (including flats) to the main entrance of the school, using the local authority's computerised measuring system. If you would like more information or have any specific queries in relation to this you can contact the Schools Admissions Team.

Criteria 4 is also used as a tie-breaker. Whenever two children have the same priority based on criteria 2 or 3, for example, then the child who lives closest to the school will be given the higher priority.

**It is really important to note that attending Canon Peter Hall Church of England Primary School's nursery does not give you any priority for a place in the school.**

#### **4. Definitions**

4.1 The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

4.2 A '**looked after child**' or a child who was **previously looked after** but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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) .

4.3 A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

**4.4 Rules for siblings** included in this factor are step siblings, children of a parent's partner, foster siblings and adopted siblings living at the same address at the expected time of admission.

#### **4.5 Rules for Residence (catchment)**

On 31 December of the year before your child is due to go to primary/secondary school, your child must be living in the school's catchment area. If you move to a school's catchment area after this date, we will not consider your request until we have firm proof (documentary evidence) that you are about to move (for example, a solicitor's letter confirming that exchange of contracts has taken place or a rental agreement). We have the right to investigate whether you live at the address you say you do and we may change any offer if incorrect information has been given. Where parents have shared access to a child only one address can be accepted, parents must agree which address is to be used for the purposes of allocating a school place. If parents cannot agree on an address the local authority will use the address to where the Child Benefit is paid.

### **5 How to apply**

For applications in the normal admissions round you should use the application form provided by the local authority. This is an electronic form. You will receive an offer for a school place directly from your local authority. Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

## **6 Requests for admission of children outside their normal age group**

Paragraph 2.17 of the School Admissions Code enables parents/carers to request for their child to be admitted to school outside of their normal age group. In addition, the parents/carers of a 'summer born child', i.e. children born between 1st April and 31st August, may choose not to send their child to school until the September following their fifth birthday.

Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Primary and Secondary School Admissions Coordinated Schemes i.e. for entry into Year Reception (and Year 3 for junior schools) and secondary transfer to Year 7. All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school / academy, decision of the relevant admission authority and the best interests of the child.

If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a deferral form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school / academy which may not be successful.

It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in both primary school and on later transfer to secondary school

## **7. In-year admissions**

You can apply for a place for your child at any time outside the normal admissions round. If there are spaces available in the year group you are applying for, your child will be offered a place. If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. Applications for in-year admissions should be made through the local authority.

## **8. Waiting lists**

If your child is refused admission to a school, your child's name will be placed on the waiting list. The waiting list for the school is based on the published admission criteria and all children are kept on that list in order of the criteria for at least the first term of the academic year.

## **9. Fair Access Protocol**

North East Lincolnshire Local Authority has a Fair Access Protocol. The Fair Access Protocol ensures that unplaced children, especially the most vulnerable, are offered a place at a suitable school, academy or educational provision as quickly as possible. This includes admitting children above the Published Admission Number (PAN) to schools that are already full.

## **10. Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal using the online form available

on the North East Lincolnshire Admissions website or by emailing [legaladmin@nelincs.gov.uk](mailto:legaladmin@nelincs.gov.uk) to request a paper copy of the form.  
Details of the schools appeal timetable can be found on the North East Lincolnshire website.