



THE EDWARD RICHARDSON PRIMARY SCHOOL

ADMISSIONS POLICY 2025-26

Date of last review	Summer 2025
Term next due for update	Summer 2026
Member of staff responsible for this update	Headteacher
Governor responsible for this update	Chair of Governors
Requirement	Statutory

Introduction

We are an inclusive, welcoming school serving the village of Tetford and its surrounding communities. We believe every child is entitled to an excellent education and a strong start in life. Our admissions arrangements are designed to be fair, transparent, and in line with national guidance and local priorities.

Admissions authority and co-ordination

The Edward Richardson Primary School is a community school. Lincolnshire County Council is the admissions authority and is responsible for allocating places. Applications for places in Reception (the normal year of intake) are made through the coordinated admissions scheme operated by the local authority. Applications must be submitted by the stated closing date.

Parents living in Lincolnshire can apply online, by telephone, or by requesting a paper form. Those living outside the county must apply through their home local authority.

Published Admission Number (PAN)

The published admission number for Reception in September 2025 is 15.

Starting school in Reception

We provide for the admission of all children in the September following their fourth birthday. Where a child has been offered a place at our school:

- They are entitled to a full-time place from the beginning of the Autumn Term;
- Parents may defer the child's start date until later in the academic year, but not beyond the point at which they reach compulsory school age or the beginning of the final term of the school year;
- Parents may choose for their child to attend part-time until compulsory school age is reached.

Families considering deferring admission or arranging part-time attendance should contact the school directly to discuss the available options.

Children with an Education, Health and Care Plan (EHCP)

Children with an EHCP that names The Edward Richardson Primary School will be given priority for a place, in accordance with the Children and Families Act 2014. This process takes place before all other applications are considered.

Oversubscription criteria

If the number of applications exceeds the number of places available, the following criteria will be applied in order:

1. Looked after children and previously looked after children, including those who were previously in state care outside England and ceased to be so due to adoption.
2. Children with a sibling attending the school at the time of application, or who will still be attending at the expected time of admission. Sibling refers to full, half, step, or adopted brothers and sisters living at the same address.
3. Children for whom The Edward Richardson Primary School is the nearest school by straight-line distance from the home address.
4. Children living in Tetford and the immediate surrounding villages, in recognition of the school's role in serving its local community. This will be assessed based on proximity and designated rural locality.
5. All other children, ranked by distance from the school. Priority will be given to those living closer to the school, measured in a straight line.

Tie-breaker

If it is not possible to distinguish between two or more applications for the final place, the next criterion will be applied. If a final tie still exists, the place will be allocated by a random lottery drawn by an independent person not connected to the school or local authority.

Twins and other siblings from a multiple birth

Where one child from a multiple birth can be offered a place, all siblings will also be offered places, even if this means exceeding the PAN, unless doing so would breach infant class size regulations and prejudice the education of others.

Brothers and sisters in the same year group

Where siblings in the same year group cannot all be accommodated due to class size limits, only one child will be offered a place. In this case, the family may be offered an alternative school for the other child(ren) and advised of their right to appeal.

Reserve list

If the school is oversubscribed, a reserve list will be maintained for Reception. This list is ranked in line with the oversubscription criteria and is kept until the end of the academic year. Children are automatically added to the reserve list unless a higher preference school is offered.

In-year admissions

For applications outside the normal Reception intake, parents may apply via Lincolnshire County Council or directly to the school. Where a place is available, it will be offered. If the relevant year group is full, parents will be informed of their right to appeal.

Appeals

If an application is unsuccessful, parents have the right to appeal to an independent panel. Appeal details will be provided with the decision letter and are available through the Lincolnshire County Council website.

Children of UK Armed Forces personnel and Crown servants

Applications for children of service families will be treated fairly and with flexibility. If a family can provide an official letter confirming a new posting and relocation date, the application will be considered using the future address or unit address. A place may be offered in advance of relocation if suitable evidence is provided.

Fraudulent or misleading applications

We reserve the right to investigate any application where there are concerns about the accuracy of information provided. An offer may be withdrawn if it was based on a fraudulent or misleading application, such as using a false address.

Admission of children outside their normal age group

Parents may request a place outside their child's normal age group. These requests will be considered on a case-by-case basis, taking into account the child's individual needs, development, and best interests. Parents must provide supporting evidence and may contact the school or local authority for guidance on how to apply.

