Sir John Nelthorpe School

Admissions Policy

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Consultations/Training	SLT, Governors

Admission Policy - Academic Year 2025-2026

North Lincolnshire Council is the admission authority for Sir John Nelthorpe School.

PRIMARY TO SECONDARY ADMISSIONS

The admission arrangements for the academic year 2025/26 are available from the School and North Lincolnshire Council Websites. If the number of applications for places is within the published admission number set for the School, a place will be allocated to everyone who applies.

The planned admission limit (PAN) for 2025/26 is 154

Where applications for places exceed the published admission number the following factors will be taken into account in priority order when deciding which pupils will be allocated places in accordance with receipt of their online submission or a common application form.

Children with Education Health and Care Plans

These children will be dealt with in accordance with the Code of Practice on Special Educational Needs. Where a school is named in a child's plan the school has a duty to admit the pupil, this will reduce the number of places available.

1. **Looked after children and previously looked after children**

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) at the time of making an application to a school.

A "previously looked after child" is a child who: (a) ceased to be looked after because they were adopted, or (b) became subject to a child arrangements order, or (c) became subject to a special guardianship order, immediately after being looked after, including those 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. **Children who live in the school's designated catchment area**

Parents can see which catchment areas cover their address by following the link from the "Apply for a school place" page at www.northlincs.gov.uk.

Overview maps of the catchment areas for North Lincolnshire are included in this document.

For Secondary Schools the address taken under this factor will be that on Thursday 11 December 2025.

Parents who move after submitting their preference must inform the Admissions Team of any change of address.

For admission purposes, the home address is where a child usually lives with their parent or carer. You must not give the address of a childminder or relative. Where a child lives with parents with shared responsibility, each for part of the week, the parents can choose which address to use on the application. If it is found that you have given a false address your child may lose their school place.

For families of service personnel with a confirmed posting, or crown servants returning from overseas, whose application is accompanied by an official letter declaring a relocation date the home address will be either the address at which the child will live, or the unit or quartering address if the parent requests this. Parents will need to provide evidence of the intended address.

3. **Children who will have a sibling attending the school at the time of their admission**

Included in this factor are siblings who will be attending the school at the expected time of admission. Sibling means a child living as part of the same family unit at the same address. This includes natural siblings, adopted siblings, step siblings, foster siblings, and the child of a parent's partner. In the event of two applications for one vacancy using the above criteria, the Authority will apply a tie breaker decision based on geographical distance.
Where there are twins/multiple birth children to be admitted to a school in the same year group. If there are insufficient places available for all siblings, and one can be allocated a place, the admission number will be exceeded to allow them to be placed in the same school.

4. **Children who live closest to the school**

The distance will be determined by measuring the shortest available route using the public road and path network from the pupil's home to the main school gate, as determined by the LA. The distance will be measured by using a computerised geographical information system (GIS). Priority will be given to those living nearest to the school using this system. Pupils living in flats where the distance measures the same, priority will be given in ascending order of flat number/letter/floor.

Tie Breakers

Where the offer of a place would lead to oversubscription under any of the above factors places will be allocated by reference to subsequent factors in order. In exceptional circumstances where it has not been possible to decide between applications, because they have the same distance measurements, the place will be allocated by drawing lots independently verified.

Appeals against a decision not to admit a child to the school
Any parent whose child is not offered a school place for which they have expressed a preference has the right to appeal to an independent appeals panel. People who intend to make an appeal must request a Notice of Appeal and return the form by the stated date. Normally appeal hearings will be held within 40 school days from the closing date for receiving the notice of appeal.

Waiting Lists

A waiting list will be established if over-subscribed, pupils will automatically be put on the waiting list where they have not been made an offer of a place and where the school is a higher preference than the school at which an offer has been made.

As further applications are submitted each added child will require the list to be ranked again in line with the published criteria, the council will coordinate waiting lists. As soon as school places become available they will be filled from the waiting list, if a parent is on a waiting list it will not affect the parent's right of appeal against an unsuccessful application. Looked after children, previously looked after children, and those allocated a place at a school in accordance with the Fair Access Protocol will take precedence over those on the waiting list.

Visiting Arrangements

The school holds an Open Evening for prospective parents/carers and pupils, usually in September. The date for this is widely advertised in the media, and will be available on our website in September. Also in September there will be some opportunities to see the school at work during the day. Please contact the school office for further information.

Contact Details

If you require any further advice or assistance, please contact the school.

Sir John Nelthorpe School
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Email: admin@nelthorpe.org.uk
Website: www.SirJohnNelthorpe.co.uk

Monitoring and Review
The Senior Leadership Team and the Governing Body will review this policy on an annual basis.