WILLIAM FARR

C of E Comprehensive School

Admissions Policy for Years 7 – 11 (2028–29)

Vision and values

William Farr (C of E) Comprehensive School's vision is to provide all members of the school community with the opportunities to engage with 'life in all its fullness' (John 10:10) through the highest quality of education, encouragement and endeavour. We are committed to striving for excellence and ensuring that all students are known, valued and can achieve.

Our core values are:

Compassion	***Friendship***	***Perseverance***
Respect	***Responsibility***	***Wisdom***

The ethos of the school is that by recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at a parish and diocesan level. The school aims to provide an education of the highest quality within the context of Christian belief and practice.

It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils. We ask all parents who apply for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the Anglican faith to apply for a place at William Farr. We are a school for all faiths and none.

The Governing Body is the Admissions Authority for the school and its Published Admission Number (PAN) for Years 7 - 11 is 240.

Places will be allocated without reference to ability or aptitude.

In accordance with legislation, the allocation of places for children with an Education, Health and Care Plan (Children and Families Act 2014), which name the school, will take place first. Remaining places will be allocated in accordance with this policy.

When the number of applications exceeds the number of places available, offers of places will be made following the criteria listed below in order of priority:

Reviewed: January 2026
Determined:

1. Looked after children and previously looked after children, including those children 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 have a sibling at the school at the time of application.

3. Children of staff at the school.

4. Nearest School. This applies when the school is the nearest state funded, non-selective, mainstream school to the child's address admitting children to the relevant year group; this is calculated by Lincolnshire County Council school admissions team using straight line distance to three decimal places e.g.1.234 miles. If you reside in Lincolnshire, you can use the search tool at https://www.lincolnshire.gov.uk/find-nearest-school to identify which school is your closest school.

5. The distance from home to school. Proximity of a child's home in relation to the school. Priority will be given to those living nearest to the school as measured by straight line distance. This will be calculated electronically to three figures after the decimal point (e.g. 1.543 miles) by Lincolnshire County Council school admissions team from the Post Office address point of the home to the Post Office address point of the school. There is a search tool on the LCC website https://www.lincolnshire.gov.uk/find-nearest-school.

TIE-BREAKER

The oversubscription criteria are listed in the order we apply them. If it is necessary to distinguish between more than one applicant in any criteria, the next criteria will be applied until the tie-breaker is used. Tie-breaker: If two or more children are tied for the last place a lottery will be drawn by an independent person, not employed by the school or working in Children's Service Directorate at the local authority.

DEFINITIONS

1. **Looked after children and previously looked after children, including those children who appear 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, at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

   Previously looked after children are children who were looked after, but immediately after being looked after, became subject to an adoption (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

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Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

2. **Children who have a sibling at the school at the time of application.**

   Sibling: A full brother or sister, whether or not living in the same household;

   Another child normally living between Monday and Friday in the school term time in the same household as an adult in the household who has parental responsibility for that child, as defined in the 1996 Education Act.

3. **Children of staff at the school**

   This criterion applies to the children of members of staff where the member of staff has been on the school payroll for two or more years at the time when the application for admission to the school is made.

4. **The distance from home to school.**

   The home address is considered as the address where the child lives for the majority of term time with a parent (as defined in section 576 of the Education Act 1996).

   Where a child lives normally during the school week with more than one parent at different addresses, the home address accepted for the purposes of school admissions will be the one where the child spends the majority of term time.

   If a parent can show that their child spends an equal amount of time at two addresses during school term time, they can choose which address to use on the application.

   If a parent has more than one home, we will accept the address where the parent and child normally live for the majority of the school term time as the home address.
   The Governing Body may make further enquiries relating to the address.

   Straight line distance as calculated electronically to three figures after the decimal point (e.g. 1.543 miles) by Lincolnshire County Council school admissions team from the Post Office Address Point of the home to the Post Office Address Point of the school. In the case of William Farr Church of England Comprehensive School, the main entrance is the point of the post office address.

   The local authority provides the school with information that gives the straight-line distance between your home and the school in miles to three decimal places.

   https://www.lincolnshire.gov.uk/find-nearest-school

   https://www.lincolnshire.gov.uk/homepage/150/find-my-nearest-school-for-school-admissions-applications

EXPLANATORY NOTES

Appeals

In all cases where a place is refused at a school the applicant will be informed of their right of appeal to an independent panel.

The decision of the independent panel is binding on all parties. Details of how to appeal a decision to refuse admission will be communicated to the applicant at the time of the refusal and will also be available on the Lincolnshire County Council website

Applications for appeals should be made online through Lincolnshire County Council www.lincolnshire.gov.uk/schooladmissions or call 01522 782030.

The school will not accept repeat applications for places in the same academic year, unless there are significant and material changes in the circumstances of the parent, child or school relevant to a further application.

Applications process for the normal intake year

Arrangements for applications for places in Year 7 at William Farr Church of England Comprehensive School will be made in accordance with Lincolnshire County Council's coordinated admission arrangements.

Parents resident in Lincolnshire can apply online at:
www.lincolnshire.gov.uk/schooladmissions.

They can also apply by telephone, or ask for a hard copy application form, by telephoning 01522 782030.

Parents resident in other areas must apply through their home local authority.

William Farr Church of England Comprehensive School will adhere to the timescales outlined in the Lincolnshire County Council Co – ordinated admissions scheme available at www.lincolnshire.gov.uk/schooladmissions and the relevant Local Authority will make the offers of places on our behalf as required by the School Admissions Code (2021). In year admissions are dealt with in accordance with the in-year section below.

Fair Access Protocol

Local Authorities are required to have Fair Access Protocols to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children to schools that are already full. Students allocated under the Fair Access Protocols will take precedence over those on a waiting list. William Farr Church of England Comprehensive School will participate in Lincolnshire County Council's Fair Access Protocol.

Fraudulent or misleading applications

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly. As an admissions authority, we have the right to

investigate any concerns we may have about the application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example, if a false address were given which denied a place to a child with a stronger claim.

We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

In-year (also known as Mid-year or Non-routine) admissions

- Applications should be made via Lincolnshire County Council.
- If there are more applications than places, then the oversubscription criteria will be used to allocate the place.
- If a place is refused, you will be informed of your right of appeal.
- Parents can apply online at www.lincolnshire.gov.uk/schooladmissions or call 01522 782030 for a paper form.

Out of cohort admissions

- In extenuating circumstances, parents may seek a place for their child outside of their normal age group.
- Parents wishing to make these requests must contact their home local authority for guidance on the procedure to follow. Parents resident in Lincolnshire should call 01522 782030 or email outofcohortadmissions@lincolnshire.gov.uk for advice on the procedure to follow.
- It is important for parents to note that they will have the opportunity and responsibility to provide whatever evidence they wish to support their request.
- The Governing Body will make decisions based on the merits of each case and in the best interests of the child concerned.

This will include taking account of:

- The parents' views;
- Any available information about the child's academic, social and emotional development;
- Where relevant, their medical history and the views of a medical professional;
- Whether they have previously been educated out of their normal age group;
- Any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- The views of the Headteacher;
- Any other relevant information.

Reserve list

For admission into the intake year the admission authority will keep a reserve list, sometimes informally referred to as a waiting list. If a place at William Farr has been refused, your child is automatically put on the reserve list, unless you have been offered a higher preference school.

The list is ordered according to the oversubscription criteria, as required by the School Admissions Code (2022).

Pupils can move up and down the list depending on their and other pupils' ranking according to the oversubscription criteria. **Time served on the reserve list will not be considered when allocating places.**

For the intake year, the list is kept by the School Admissions Team until the end of August. After this the School Admissions Code requires that schools keep the reserve list until the end of the autumn term. The school will keep the reserve list until the end of the summer term, after this the reserve list will be cleared. A new application will need to be made by the parent/carer for the new academic year.

For in-year applications, should you wish your child to join the school and the year group is full, your child will be added to the mid-year reserve list. This will be kept in the order of the oversubscription criteria. **Time served on the reserve list will not be considered when allocating places.**

Service children and crown servants returning from abroad

For families of UK service personnel with a confirmed posting to the area or crown servants returning to live in the areas from overseas, the governors will:

- Process an application in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address to use when considering the application against the school's oversubscription criteria;
- Accept a Unit postal address or quartering area address for admissions purposes in advance of a move for a service child, where the parent requests this.

The governors will not refuse a service child a place because the family does not have an intended address or does not currently live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the school for more details.

For late coordinated applications and mid-year applications supported by the appropriate military documentation, we will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The governors will consider whether:

- An application from that address would normally succeed in an oversubscribed year
- There is any child on the reserve list with higher priority under the oversubscription criteria
- The prejudice from admitting an extra child would be excessive.

The governors have discretion to admit above the admission number in these circumstances if they wish but are not obliged to do so. If a place is refused, you will be informed of your right of appeal.

Tie-break

If it is not possible to distinguish between one or more applicants within an oversubscription criterion, places will be allocated to those living nearest the school first measured by straight line distance as outlined in (5) above. If the distance criterion is not sufficient to distinguish between two and more applicants for the last remaining place, then a lottery will be drawn by an independent person, not employed by the school or working in the local authority children's services directorate. All will be considered together as one application, and the school will go above its normal admission number.

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Multiple Birth Children

Siblings from a multiple birth. Multiple birth children are split by operation of the oversubscription criteria, the school will accommodate all children unless this would make the class too large and prejudice the education of the other children.