



Infinity Academies Trust

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Admissions Policy for 2027

Consultation for 2027 policy: 1st December 2025

Contact Information for consultation questions:

Changes: There are no specific changes to this policy

On correspondence relating to this consultation please include:

Admission Policy Consultation Gipsey Bridge Primary Academy

Contact: Administration Manager

Email address: admissions@infinityacademies.co.uk

DOCUMENT MANAGER

Applicable to:	The admission protocols as set out in the Admission Code 2021 and for all applications for admission to the academy.
Development and Consultation:	This policy has been developed to ensure the academy is compliant with the Admission Code 2021. This policy is designed to ensure that all school places are allocated and offered in an open and fair way. It demonstrates the academy practices and criteria used to decide upon allocation of school places ensuring that they are fair, clear and objective. The Local Authority have been contacted in relation to the development of this policy to ensure that it meets the necessary requirements in line with the guidance.
Dissemination:	The policy will be available to all staff via the Trust's Policy Centre and uploaded onto the academy website for access by external stakeholders.
Implementation:	Applicable to Gipsey Bridge Primary Academy
Training:	On request
Review Frequency:	The policy will be reviewed annually in line with the Admissions Code document. The policy will also be reviewed earlier if needed in the light of new evidence/legislation/guidance
Policy Author:	Headteacher
Executive Policy Owner:	CEO
Approval by:	Trustees
Approval Date:	16/12/2025

Revision History

Document Version	Description of Revision	Date
As Every	Reviewed and updated as per admission protocols for Lincolnshire Admissions, full consultation to take place from 1st December 2025 to 12th January 2026	December 2025

Admission arrangements for 2027 intake

This policy applies to Gipsey Bridge Primary Academy.

Gipsey Bridge Academy is an academy within the Infinity Academies Trust. The Admissions Authority for Gipsey Bridge Academy is Infinity Academy Trustees. Gipsey Bridge Academy will apply the oversubscription criteria shown below if they receive more applications than available places.

The school's published admissions number (PAN) of 15 will be considered when determining admissions.

Arrangements for applications for places in Reception at Gipsey Bridge Academy will be made in accordance with Lincolnshire County Council's co-ordinated 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 paper application form, by telephoning 01522 782030. Parents resident in other areas must apply through their home local authority. Gipsey Bridge Academy will adhere to the timescales outlined in the Lincolnshire County Council Co – ordinated admissions scheme available at www.lincolnshire.gov.uk/schooladmissions for these applications 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.

In accordance with legislation the allocation of places for children with the following will take place first: Education, Health and Care Plan (Children and Families Act 2014) where the school is named. We will then allocate remaining places in accordance with this policy.

For entry into reception in September 2026 we will allocate places to parents who make an application before we consider any parent who has not made one.

Attending a nursery or a pre-school does not give any priority within the oversubscription criteria for a place in the school.

The oversubscription criteria are listed in the order we apply them.

Definitions of terms indicated by numbers are given separately below.

- A. 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. (1).
- B. A brother or sister attending the school at the time of application, or who will be attending the school at the expected time of admission (2).
- C. Nearest School: measured by straight line distance (3).
- D. Increasing order of straight-line distance (4).

If the distance criterion is not sufficient to distinguish between two or 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 Service Directorate.

The intended overall effect of the proposed oversubscription criteria is to maximise the likelihood that local children will gain places at their local school in an oversubscribed year; it is not possible to guarantee this, however.

1. 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 ceased to be so

because they were adopted (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). 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. Brother or sister attending the school at the time of application, or who will be attending the school at the expected time of admission. In all cases both children must live at the same address. We include in this criterion:
 - a brother or sister who shares the same biological parents a half-brother, half-sister, stepbrother or stepsister
 - a legally adopted child, a child legally adopted by a biological or stepparent

Twins and other siblings from a multiple birth

If twins or 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. Multiple birth children are 'excepted pupils' to infant class limits if allocated in this way.

Brothers and sisters in the same year group

Where there is only one place available in the school the children will be considered together as one application. The school will admit all the children unless this would make the class too large and prejudice the education of the other children or in cases where infant class regulations prevent this from happening. If this happens, we can only legally offer one place because the government's School Admissions Code makes no exception to the infant class size limit for siblings in the same year group. We will offer the parent one place for one child and a different school for the other child or children.

3. The nearest school is found by measuring the straight-line distance from the child's home address to all state funded, mainstream schools admitting children in the relevant year group. Measurements are calculated electronically from the Post Office address point of the home to the Post Office address point of the school. We measure distance to three decimal places, e.g. 1.256 miles.
4. Measurements are calculated electronically from the Post Office address point of the child's home address to the Post Office address point of the school by straight line distance. We measure distance to three decimal places, e.g. 1.256 miles.

Home Address

By home we mean 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 who has parental responsibility for the child as defined in the Children Act 1989.

Where a child lives normally during the school week with more than one parent at different addresses, the home address 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 both 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 take as the home address the address where the parent and child normally live for the majority of the school term time.

We do not take into an account an intention to move when considering a home address unless this is for members of the UK Armed Forces or a returning Crown Servant as outlined in the relevant section below.

Reserve List

For admission into the intake year, the governors will keep a waiting list which we call a reserve list. If your child is refused a place at our school, your child is automatically put on the reserve list, unless you have been offered a higher preference school. This list is in the order of the oversubscription criteria, as required by the School Admissions Code. This means that names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. The governors do not take account of the time you have been on the list.

For the intake year, the list is kept by the School Admissions Team until the end of August each year. After this, the School Admissions Code requires that schools keep the reserve list until the end of the autumn term, you should contact the school for information about the reserve list.

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.

In Year Admissions

Applications should be made via Lincolnshire County Council or directly to the school. If there are more applications than places, then the oversubscription criteria will be used to decide who should be offered the place. If there are no places, then you will be told of the independent appeal system. Parents can apply online at www.lincolnshire.gov.uk/schooladmissions or call 01522 782030 for a paper form.

Fair Access

Local Authorities are required to have Fair Access Protocols in order 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 above the Published Admissions Number to schools that are already full. Students allocated under Fair Access Protocols will take precedence over those on a waiting list. Gipsey Bridge Academy will participate in Lincolnshire County Council's Fair Access Protocol.

Children of UK Service Personnel (UK Armed Forces)

In order to meet the government's military covenant aimed at helping UK service personnel, and Crown Servants returning from abroad we have adopted the following arrangements:

For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area 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. This address will be used when considering the application against the school's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes 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 co-ordinated applications and midyear applications supported by the appropriate military documentation we will aim to remove any disadvantage to UK service personnel (UK Armed Forces).

The school's 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. This is because we must only allocate places based on the criteria and must not admit a Services child ahead of another child with higher priority under the criteria.
- The prejudice from admitting an extra child would be excessive.

The Trust 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.

We will need the notice of posting or official government letter and posting address before we can consider an application under these arrangements. We allocate a school as soon as possible by applying the policies and practices that we normally follow.

Fraudulent or Misleading Applications

As an admission authority we have the right to investigate any concerns we may have about your 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 a false address was 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.

Admission of Children below Compulsory School Age

Gipsey Bridge Academy provides for the admission of all children in the September following their fourth birthday.

Where a child has been offered a place:

- That child is entitled to a full-time place in the September following their fourth birthday;
- The child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made, whichever is the sooner;
- Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.
- Parents interested in deferring admission or arranging part-time attendance must contact the school to discuss this.
- Parents of summer born children deferring admission until the child starts Year 1 must reapply through the in-year process and risk losing the offered school place if the school is oversubscribed or becomes oversubscribed in the school year

Admission of Children outside their Normal Age Group

Parents may seek a place for their child outside their normal age group, for example if the child is gifted and talented, or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. 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. Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- the parent's views
- any available information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether the child has 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 head teacher