



WILLIAM FARR

C of E Comprehensive School

Admissions Policy Year 6 into Year 7 (2025-2026)

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 recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England/Church in Wales and in partnership with the Churches at 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 applying 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 faith of this school to apply for and be considered for a place here.

The Governing Body is the Admissions Authority for the school and its Published Admission Number (PAN) for Year 7 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 names 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:

- 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 Documented religious affiliation related to the Church of England character of the school;
- 4 Children of staff at the school;

- 5 Children whose normal address is within 5 kilometres (3.11 miles) of the school; with those living nearer being given higher priority;
- 6 Children whose normal address is nearer to the school than to any other secondary school;
- 7 Other children.

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 ceased to be so because they were adopted (or became subject to a child arrangement 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 arrangement orders are defined in Section 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 Documented religious affiliation related to the Church of England character of the school

A form and letter confirming the regular participation of the child in religious activity needs to be completed by the parish priest or other religious leader.

The form is attached to this Admissions Policy and must be returned to the school prior to the closing dates for applications.

**DOCUMENTED RELIGIOUS AFFILIATION RELATED TO THE CHURCH OF ENGLAND
CHARACTER OF THE SCHOOL**

Christian Faith Commitment

The governors will seek evidence that for the past two years (preceding the date of this application) **the child** has been:

attached to the church and or at the heart of the church, as evidenced by the child's attendance at Christian worship, as defined below.

Definitions

A child who usually attends at least a monthly service or is regularly, that is, at least once a month, involved in a weekday church activity including an element of worship. To accommodate difficult patterns of work and family relationships, account will be taken of weekday worship and the availability of worship. Where the act of worship is held in a Church of England school, it must be specifically Christian, voluntary and extra-curricular.

'Christian' is defined as belonging to a church, which subscribes to the Doctrine of the Trinity.

'Other faiths' is defined as belonging to a major faith community having representation within 'The Inter Faith Network UK'. William Farr, as a Church of England school, may also offer places to the children of other faith communities, using the same underlying definitions for patterns of worship or religious devotion as those who are members of the Christian church.

Applicants new to the area will need to provide evidence from a previous church, or other place of worship.

PLEASE NOTE:

The Governing Body meets to scrutinise all applications for authenticity and may make further enquiries relating to any statements of support provided, before offering a place based on this criterion for admissions.

The governors regard the onus of proof of religious affiliation to rest with the parents and carers of a child and it is the duty of the parents and carers to ensure that the school receives all the necessary evidence to support their application.

4 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 at which the application for admission to the school is made.

5 Children whose normal address is within 5 kilometres (3.11 miles) of the school; with those living the nearest to the school being given higher priority

This is considered to be the address where the child lives between Monday and Friday in the school term time with a parent or carer who has parental responsibility as defined in the 1996 Education Act.

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.

Distances will be measured electronically by the local authority as a

Distances will be measured electronically by the local authority as a 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>

6 Children whose normal address is nearer to the school than to any other secondary school

This applies when the school is the nearest state-funded non-selective school to the child's address admitting children to the relevant year group. Address and distance measurement are defined in criterion 5 above.

7 Other children

These are children who do not meet the above oversubscription criteria (1-6). Those living nearer to the school will be given higher priority. Address and distance measurement are defined in criterion 5 above.

EXPLANATORY NOTES

Appeals: Should you fail to receive an offer of a place at the school, you have the right of appeal to an independent Appeals Panel, whose decisions are binding on the school and Governing Body.

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.

Common examples of changes in circumstances since the time of the original application was made would be that the family has moved house, or medical reasons. Where the school has refused to consider another application for the same year group, no fresh appeal can be made.

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 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 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 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 use the Lincolnshire County Council's timetable published online for these applications and the relevant Local Authority will make the offers of places on their behalf, as required by the School Admissions Code.

Fair Access Protocol: 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 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 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 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.

Mid-year admissions: Applications should be made via Lincolnshire County Council or directly to the school. In the event that further admissions into the year group would cause prejudice to the provision of efficient education or the efficient use of resources, it may be necessary to refuse a place although the year group has not reached the school's Published Admission Number. If there are more applications than places, then the oversubscription criteria will be used to decide who should be offered the place. If it is necessary to refuse a place then 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: Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

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 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 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.

Reserve list: For admission into the intake year the governors will keep a waiting list which we call a reserve list. If we have to refuse a place at our school, your child is automatically put on the reserve list, unless you have been offered a higher preference school.

The list is in the order of the oversubscription criteria, as required by the School Admissions Code. Children can move up and down the list depending on where the other children are ranked against the oversubscription criteria. The governors must not take account of the time you have been on the list 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 and a new application will need to be made by the parent/carer for the new academic year.

If 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. The time you have been on the list is not taken into account. The list is cleared at the end of each academic year. If you would like your child to be placed on the reserve list for the following academic year, please make an application to the school.

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 midyear 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.

Twins and other siblings in the same year cohort: In the case of siblings in the same age cohort and where there is only one place available in the school, all will be considered together as one application. The school will go above its normal admissions number if it is possible to do so within relevant legislation.

Religious Affiliation Form (2025-2026)

Please read the religious affiliation definition in the school's Admission Policy (criterion 3). Complete the table below and provide any required evidence. The governors regard the onus of proof of religious affiliation to rest with the parents and carers of a child and it is their duty to ensure that the school receives all the necessary evidence to support the application. The completed form and all the evidence requested should be returned to the Clerk to the Governing Body at the school before the closing date for applications.

Applicant details		
Name of child		
Date of birth		
Address		
Christian denomination or religious faith		
Contact details of religious leader (<i>name, address, telephone number, email</i>)		
Religious affiliation		
I certify that this child has attended a service of worship or a weekday church activity including an element of worship at least once a month for the past two years preceding the date of application. I certify that the information submitted is true to the best of my knowledge and belief.		
Parent or carer name (<i>in capitals</i>)	Date	Signature*
Religious leader name (<i>in capitals</i>)	Date	Signature*
Evidence required (<i>please provide with this form</i>)		
A letter (signed and dated) from religious leader verifying that the child attends worship or a weekly church activity including an element of worship at least once a month and has done so for the past two years preceding the date of application.		

