



# MALCOLM SARGENT PRIMARY SCHOOL

Love To Learn

## ADMISSION INFORMATION

APRIL 2025

Admission applications to our school are managed by Lincolnshire County Council's Admission Team. Parents of children who reside in Lincolnshire apply direct to the team (see below for links). Parents of children who reside out of county but who wish their child(ren) to attend our school should apply via their own county council which will liaise and coordinate the application with Lincolnshire Country Council on their behalf.

### Early Years Foundation Stage Intake Process at Age 4+

Lincolnshire County Council has a single admission in September each year. Children start school in the academic year of their fifth birthday.

In the autumn of the year before your child is due to start school, usually in mid-November, we hold an open evening. This is advertised in the Stamford Mercury, at local nurseries, on our Facebook page, on our website and by a banner on the railings at the front of school. If you are unable to attend the open evening because of other commitments, please call the school office on 01780 756056 to join a regular weekly tour led by a member of the school's Senior Leadership Team. We will be pleased to show you around the school and answer any questions you may have.

Once you have chosen your school you will need to complete the council's admission form. This is available online at:

<https://www.lincolnshire.gov.uk/school-admissions/apply-school/2>

Lincolnshire County Council publish a book called "Going to School in Lincolnshire" which details all the primary schools in Lincolnshire together with their admission criteria. The admission criteria details, in the event of over-subscription, how the council decides which children will be admitted to your preferred choice of school. If a school is over-subscribed, you may be offered your second or even third choice. Our admission criteria are within our Admission Policy, which is available on request or from our website at:

<https://www.malcolmsargentschool.co.uk/page/?title=Policies&pid=18>

Once you have made your choice of school you should submit your form to your local county council with your three choices. This must be done by a set date which is usually just after Christmas. Please check your local county council's website for the specific date and time each year.

In the following April, you will receive an offer from your local county council. Offers are deemed as accepted unless they are refused by you. If you are not

happy with the offer made to you, you have the right to appeal that offer. Details on how to appeal are below.

The next stage in the process is that we will contact all parents whose child has been offered a place, setting out our transition plan which includes notification of your child's class teacher, admission information, transition visits into school and home visits.

Prior to the information evening, our Early Years Foundation Stage team will contact your child's nursery. This contact will provide us with details from the child's named carer of his/her progress at nursery.

All Early Years Foundation Stage children join us full time as soon as they start school. We do not have a phased entry scheme although we are happy to discuss exceptions to this on a case-by-case basis.

It is now possible to apply for a deferred entry for your child into Early Years Foundation Stage. For more information on how to do this, please contact the school office.

#### Mid-Year Admission Scheme

Any child who has already been admitted to a school in England and who wishes or needs to change school should follow the mid-year admission process. This is coordinated by Lincolnshire County Council regardless of your county of residence.

Visits from prospective parents and their child(ren) are welcome. We appreciate that transferring your child(ren) to another school is a difficult decision to make and you need to be sure that our school is the right one for you and your family. Appointments for a tour with a member of our Senior Leadership Team should be made by calling the school office. We will be pleased to show you around the school and answer any questions you may have.

If your child has any form of special educational need, please mention this when you book the appointment so that we can make sure that you meet the correct persons to help you at your visit.

Once you have chosen your school you will need to apply to Lincolnshire County Council to transfer schools. Forms are available online at:

<https://www.lincolnshire.gov.uk/school-admissions/apply-move-school>

The form will be processed by Lincolnshire County Council in liaison with the school. The school's admission criteria will be applied (see above for details of where to find admission criteria) if more than one application is received simultaneously. You will usually receive a response to your application and notification of which school has offered a place within about seven days of your application.

If there are spaces in the year group for which you have applied, you will be given an offer of a place by Lincolnshire County Council. Once that offer has been received and accepted by you, you must contact us to arrange a start date and secure your place. The school's admission form will have to be completed. Uniform is normally available to purchase on request. Other admission information relating to the school's dress code, online programs, lunches etc will also then be supplied to you.

#### Waiting List

If your application is refused, because the year group is full, you will be notified, and you can request that your child be added to the school's waiting list.

Occasionally places in year groups do come available even if previously we have refused a place due to a lack of spaces in that year group. The school maintains a waiting list for this purpose. Please note that your child's name cannot be added to the waiting list until you have formally applied for a place through Lincolnshire County Council and been refused. At that point, you can apply to the school office to be added to the school waiting list.

#### Appeals

If you are not offered a place with your preferred school, it is your right to appeal. Information regarding appeals, including timelines, is available at the link below:

<https://www.lincolnshire.gov.uk/school-admissions/appeal-school-place/2>

Once you have an appeal form from the link above, you should submit it to the school direct. All appeal applications are managed by the school's Clerk to the Trustee Board whose email address is [clerk@malcolmsargent.lincs.sch.uk](mailto:clerk@malcolmsargent.lincs.sch.uk). Appeal applications can also be delivered to school in a sealed envelope marked for the attention of the Clerk to the Trustee Board.

For further information on first admissions, mid-year admissions and/or appeals, please contact the school on 01780 756056 or Lincolnshire County Council's Customer Service Centre on 01522 782030.