



Introduction

Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2002. Our admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

Aims and objectives

We seek to be an inclusive school, welcoming children from all backgrounds and abilities. All applications will be treated on merit, and in a sensitive manner. The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents and carers to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available. A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

How parents and carers can apply for their child to be admitted to our school

Our school is a community school, and it determines the admission arrangements in agreement with the local authority (LA). The Admissions Authority for our school is therefore the LA, which publishes its entry regulations every year. Parents and carers can receive a copy of these regulations directly from the LA. The LA's annual admissions prospectus informs parents and carers how to apply for a place at the school of their choice. Parents and carers have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made on a form that can be obtained from the local Education Department, and should be returned by the date stipulated on that form. The school will notify parents and carers of the decision as soon as all the applications have been considered. Link to Admissions website: <https://www.leicestershire.gov.uk/education-and-children/schools-collegesand-academies/school-admissions> (enquiries 0116 3050002).

First Time Admissions to Mainstream Primary

In this area, children enter school at the start of the academic year in which they become five. There is one admission date per year, in September i.e. when the autumn term begins. Date of admission for all infant and primary schools is from the September immediately following a child's fourth birthday i.e. all children who have turned 4 before the end 31st August.

In-Year (mid-term) Transfers (all year groups)

All mid-term transfer requests (in-catchment included) will be co-ordinated through the School Admissions Service for approval before admission takes place. Before applying parents are encouraged to arrange to visit the school they wish to apply for after which the parent should complete the Local Authority's online Common Application Form. The Local Authority aims, wherever possible, is to always process mid-term applications within 10-15 working days (5 days if child is indicated as in care or previously in care). Delays may occur where further evidence or proof is required i.e. proof of house purchase, tenancy agreement, fair access information for complex or out of authority applications etc.



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Admissions Policy

Where the mid-term application is made through the Local Authority the decision letter will either offer the place or refuse the place because the school is full. A refusal letter will also explain to the parent their right to appeal, and how they should do this.

Admission appeals

If we do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much. If parents and carers wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. Further details of appeal arrangements are set out on:

<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/schooladmissions/appeal-a-school-place-and-check-waiting-lists-online>

The admission number

The 'admission number' is the number of children the LA considers the school can accommodate. At this time (September 2022). The standard number for our school is 18 per year group. From September 2022 the LA will consider placements within year groups which will take us over the 18.

Sizes of classes for infants

In compliance with the relevant regulations, an infant child (i.e. up to and including Year 2) who moves into a school's area once initial allocation decisions have been made, will not necessarily be offered a place in the school if the relevant class will already contain 30 children or if an alternative school with space available in the relevant year group within 2 miles of the home address is identified. If not, the child will be an excepted pupil in the catchment school, allowing the class to exceed 30 pupils (subject to proof of residence.)

Monitoring and review

This policy will be monitored by the governing body, who will always take due note of the guidance provided by the local Admissions Forum. The policy will be reviewed every three years, or earlier in the light of any changed circumstances, either in our school or in the local area.

Date: 21 September 2022

Review: September 2025

Headteacher

Chair of Governors

Signed: Claire Stevens

Signed: Ali Rutherford