



## St Peter's Church of England Primary School Admissions Policy 2023/2024

**The Local Governing Board of St Peter's Church of England Primary School  
adopted this policy on 26<sup>th</sup> January 2022**

Signed: \_\_\_\_\_ (*Chair of Governors*)

Signed: \_\_\_\_\_ (*Head Teacher*)

Review Annually

St Peter's Church of England Primary School is an Academy within Embrace Multi Academy Trust. The Governors are responsible for all admissions, however, first time and in year admissions are coordinated by the Local Authority using a common application form and timetable.

In formulating this admissions policy, the Governors consulted with Leicester Diocesan Board of Education, other Diocesan Boards of Education, local academies, Leicestershire County Council and the required governing bodies of community and voluntary controlled schools for which the Local Authority is the admission authority. This policy is reviewed by the Governing Body each spring in line with the legal timelines for admissions. The School Admissions Code (2021) and the School Admissions Appeals Code (2012) can be found below:

<https://www.gov.uk/government/publications/school-admissions-code>

<https://www.gov.uk/government/publications/school-admissions-appeals-code>

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 churches at parish and diocesan level.

The school aims to serve its community by providing 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. Parents have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

St Peter's C of E Primary School serves the catchment area shown in the attached Appendix.

The admissions authority will set a published admissions number (PAN) which indicates the minimum number of places available within the year of entry, i.e. reception. This information will explain how places will be allocated until the PAN is reached, at which point the governors will consider whether the resources available at the time will enable additional places to be made available. If not, the decision will be to refuse all applications that would lead to admission of pupils above PAN.

Our published admission number (PAN) for 2023/2024 is 30 pupils.

Our designated catchment area does not prevent parents who live outside this area from expressing a preference for our school. Entitlement to a place in the school is dependent on the parents applying at the appropriate time and (for infant submissions) on compliance with infant class size regulations (1). If a child moves into the school's designated catchment area once allocation decisions have been made, they will not necessarily be offered a place in the school if the published admission number for that year has been reached.

Applications for places for the reception class need to be registered by completing the on-line Local Authority common application form (available from [www.leics.gov.uk/admissions](http://www.leics.gov.uk/admissions))

The Local Authority common on-line application form must be completed by 15<sup>th</sup> January, 2023.

The decision of the school's Admissions Committee will be notified to parents by the Local Authority. The closing date for Local Authority applications and the notification of the decision are in accordance with the Co-ordinated Admissions Scheme (2). Late applications will not be offered a place within the school if the infant class has thirty pupils, regardless of distance to the next nearest available school. Any application received after the closing date will be treated as a mid-term application and places will be allocated according to the school's admissions criteria and published admission number (PAN) for that year.

Parents may seek a place for their child outside their normal age group, for example, if the child has experienced problems such as ill health or if they are moving from overseas and their child has not been educated in the English school system. Parents should contact the Head Teacher to discuss any such requests with all the relevant information taken into account. Parents may also wish to submit other information in support of their request; for example, from professionals who have worked with their child. Each request will be looked at on an individual basis with any decisions taken according to what is considered to be the child's best interests.

Parents of Reception children may also choose to send their child to school part-time until the start of the term after they have reached statutory school age. If parents are considering this they should discuss their request with the headteacher prior to the start of the school year.

In addition, the parents of a summer born child (those born from 1<sup>st</sup> April to 31<sup>st</sup> August) may choose not to send that child to school until the September following their 5<sup>th</sup> birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. In such cases the following process should be followed in order:

- a) Parents should make the request to Leicestershire LA by 1<sup>st</sup> December of the year before the child turns 4. This will provide time for requests to be processed, and where a request is not agreed, for the family to have adequate time to make an application before the published closing date.
- b) Parents should submit to Leicestershire LA their reasons for wishing to defer applying for a school place. This should include confirmation of agreement to the proposal from the Head Teacher. On receiving the supporting evidence, and on the recommendation of the Head Teacher, Leicestershire LA will write to the parent to agree that the application can be processed for the following year. However, the letter will highlight the potential risks/impact of this deferral which include:

- i. Whilst the school has agreed to the deferral, there is no guarantee that the child will be allocated a place at that school the following year.
  - ii. Should it not be possible to allocate a place at the school the following year, the local authority will make every effort to allocate a Reception place, rather than a Year 1 place. However, it may not be possible to do this. Decisions on which year group a child is admitted to are taken by a school's admission authority; this is not always the local authority and the admission authority of alternative schools may not be in agreement with deferred entry.
  - iii. Parents will also be made aware that deferring entry will have an impact on their child's score should they sit the 11+ test. This is due to the age standardization process.
  - iv. Attention will also be drawn to the fact that when the child moves to a different school (e.g. primary to secondary, or due to a house move) that the admission authority of the new school will be responsible for deciding which year group the child will be placed in. This could result in a child being required to 'skip' a year.
- c) If the request is not agreed, the parent will receive a letter detailing the reasons why.
- d) A copy of the letter sent to the parent will be sent to the Head Teacher.
- e) The parent may still change their mind regarding deferred entry by a whole school year, and submit an application in the normal way. If an application is received then the parent's previous request to defer until the following year would no longer apply. This will offer the following options to the parent:
- i. Their child starts school in the September following their 4<sup>th</sup> birthday;
  - ii. They can consider deferring the child's start date in Reception until later in the school year;
  - iii. They can discuss part-time arrangements with the allocated school, as detailed above.
- f) A parent who chooses to defer entry by a whole school year will need to apply for a school place in the admissions round for the following year in the normal way. Their application will then be considered in exactly the same way as all others submitted during that application year.

If a parent who has applied by the closing date given by the Local Authority later changes their mind and wishes to defer their child's entry to Reception, they should discuss this and other options with the Head Teacher. Requests to defer will not be agreed if the only reason is that a place has not been offered at one of the preferred schools.

These applications for admission outside normal age group will be considered alongside all other applications in accordance with the Local Authority coordinated admissions scheme. Parents have a statutory right to appeal against the refusal of a place at the school for which they have applied. This right does not apply if they have been offered a place at the school but it is not in their preferred age group.

Children with an Education, Health and Care Plan naming the school will be admitted, even if this means exceeding the agreed PAN. Otherwise, when there are more applications than there are places available, the governors will admit pupils according to the following criteria which are listed in order of priority. If there are fewer applications than places, then no application is refused. If there are too many requests, priority will be given to children whose parents applied on time, in the following order:

1. Children who are in public care (looked after children) or those who were previously looked after, including those who appear (to the admissions authority) to have been in state care outside England, but have ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order.

By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Where Governors are unsure about the validity of the application advice will be sought from the Local Authority's "Virtual School Head"

2. Pupils who have a serious medical condition or exceptional social or domestic needs. (Professional documentation accompanying the application will be required). Examples of exceptional needs include:

- A child whose parent's occupation has an enforcement role which may bring the parent into conflict with parents of children attending their local school and therefore needs to attend the alternative school.
- A child whose parent has recently died or is suffering from a serious illness.
- A child who has suffered severe bullying which is recognised by the present or most recent school as an ongoing problem and which is having significant effect on the child's health.
- A child with a serious medical condition which would make the preferred school particularly suitable
- A child who has been abused and placed on the child protection register and who needs to attend an alternative school to avoid the abuser

This list is not exhaustive, and each case will be considered on its individual merits.

3. Pupils who will have an older sibling attending the school at the time of admission and live in the designated catchment. (Siblings include brothers or sisters, half brothers or sisters, step brothers or sisters, adopted children, fostered children, children of partners living together or any other child who permanently resides at the parental home and for whom the parent has parental responsibility).
4. Pupils who will have an older sibling attending the school at the time of admission. (Siblings include brothers or sisters, half brothers or sisters, step brothers or sisters, adopted children, fostered children, children of partners living together or any other child who permanently resides at the parental home and for whom the parent has parental responsibility).
5. Pupils who live in the designated catchment (See appendix). The child's place of residence is taken to be the parental home where the child normally resides.
6. All other pupils.

In the event that there are more applications than places available in any of the above criteria, places will be allocated by a method of random allocation (drawing lots) that will be observed by an independent witness.

## **Twins and Multiple Births**

Places will be offered at St Peters to twins, triplets and children from other multiple births, allowing infant classes to exceed the statutory limit where the 31st child is a twin or from multiple births. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back 30 pupils.

In exceptional cases the school has the right to withdraw an offer of a place where a parent has not responded to an offer within 21 days, or where the place has been obtained by false information, for example an incorrect address or date of birth. Offers of places may also be withdrawn if they were based on an address and the parent's address changes before the child is admitted. For example, if a child was offered a place and the family moves out of catchment before admission takes place, the offer of the place is withdrawn. This is regardless of numbers in the school and whether or not other requests have been refused.

## **Waiting Lists**

During the normal admissions round it is always necessary to complete a Local Authority Common Application form to apply for a school place. Registering interest with the school on a 'waiting list' before the admissions round guarantees neither a place nor priority within the priority criteria. Offers of places will be made by the Local Authority on the school's behalf.

If the school receives more applications than there are places available for children due to start in 2023-24, then a waiting list will be maintained by the local authority. The position on the list will be determined by applying the published priority criteria and not by date of receipt. Each name added will require the list to be re-ranked. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Names will only be removed from the list if a written request is received, or if the offer of a place that becomes available is declined. The waiting list will shut down on 31 December 2023 in accordance with statutory requirements.

Looked after children and previously looked after children as defined within this policy, children who are the subject of a direction by a local authority or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over any child on the waiting list.

The local authority Fair Access Protocol ensures that identified, vulnerable children who are not on a school roll are found a school place quickly and fairly, so that the amount of time they are out of school is kept to the minimum. The protocol also makes sure that all schools and academies admit their fair share of vulnerable children.

## **In Year Applications – Reception to year 6.**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications for places for in year places need to be registered by completing the on-line Local Authority common application form (available from [www.leics.gov.uk/admissions](http://www.leics.gov.uk/admissions)) Offers of places will be made by the Local Authority on the school's behalf.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied. If there are no places available, the child will be added to the waiting list (see above). You will be advised of the outcome of your application. You have the right of appeal to an independent appeal panel.

## **Appeals**

If the Admissions Committee are unable to offer a place the parents/carers have the right to appeal. **Appeals should be sent to: Diocesan Director of Education, St. Martins House, 7 Peacock Lane, Leicester, LE1 5PZ** preferably via email to [officedbe@leicesterdb.org](mailto:officedbe@leicesterdb.org). The appeal must be in writing on the relevant form which can be obtained from the Clerk to the appeals panel, Diocesan Board of Education, St. Martins House, 7 Peacock Lane, Leicester, LE1 5PZ or via the DBE website at <https://www.leicesterdb.org/schools/admissions-and-appeals/>

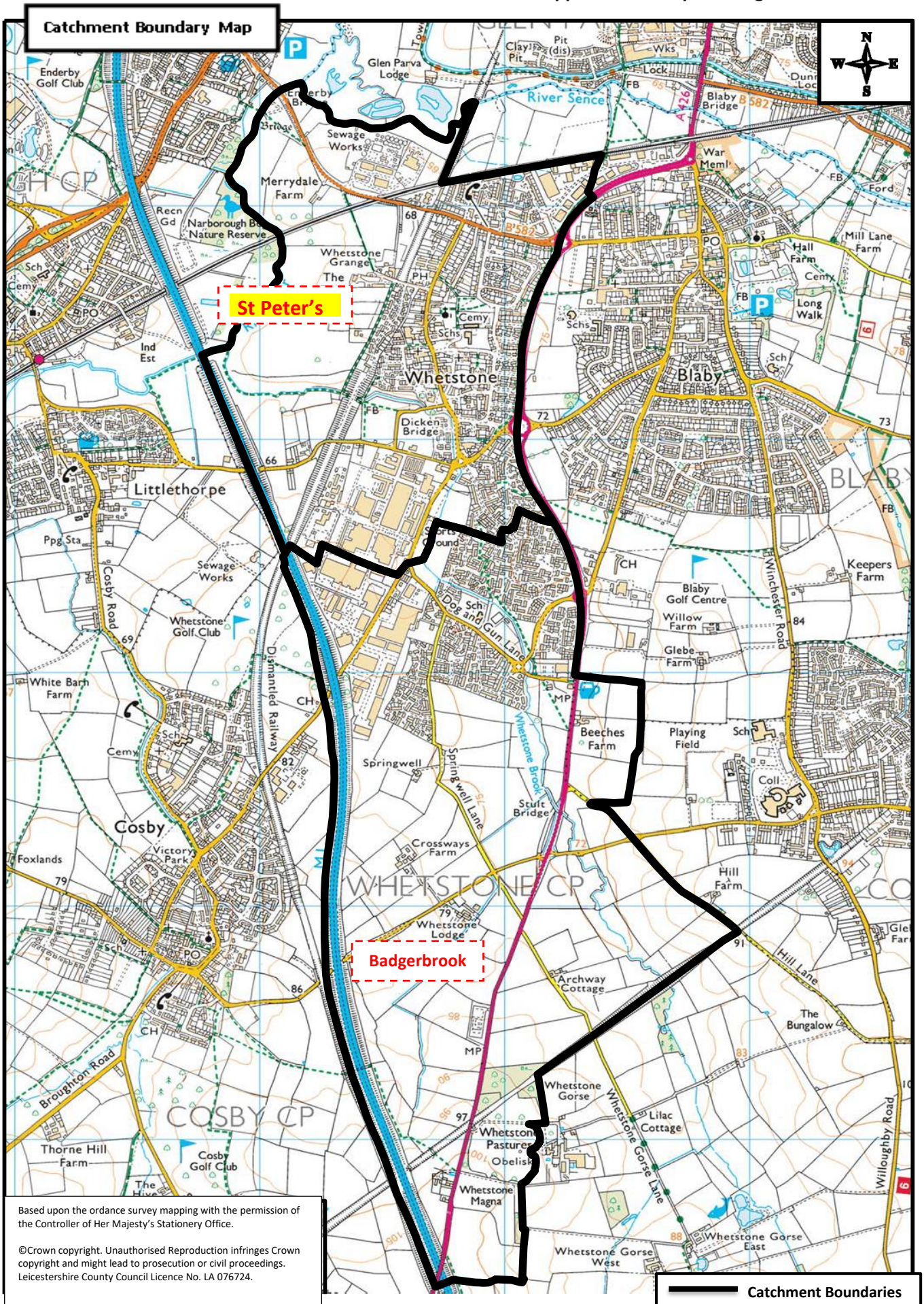
Appeals must be made by 30<sup>th</sup> April in writing on the relevant form, and appeals will be heard during the summer term, within 40 school days of this date. Appeals lodged after this deadline, like appeals for in-year admissions, will be heard within 30 school days of the appeal being lodged. In all cases, appellants will receive at least 10 days' written notice of the appeal hearing. They may submit additional evidence in writing by 12 noon the day before the hearing. Decision letters are sent to the school and appellant within 5 days of the hearing.

### Notes:

- 1) *Education (Infant Class Sizes) (England) Regulations 1998*
- 2) *The Co-ordinated Admissions Scheme is available for inspection through Allocations, Leicestershire County Council, County Hall, Glenfield, Leicestershire, LE3 8RF*
- 3) *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.*
- 4) *Under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).*
- 5) *Under the terms of the Children Act 1989. See Section 8 which defines a "child arrangement order" as an order settling the arrangements to be made as to the person with whom the child is to live.*
- 6) *See Section 14A of the Children Act 1989 which defines a "special guardianship order" as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

*Full consultation review 2024 or earlier if changes required.*

Appendix 1 – Map of Designated Catchment



Based upon the ordance survey mapping with the permission of the Controller of Her Majesty's Stationery Office.

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