



Admissions Lionheart Educational Trust: Primary Schools (Brocks Hill, Hallam Fields, Highcliffe and Riverside) via Leicestershire County Council Children and Young People's Service

First Time Admissions & Mid Term Transfers 2024/2025

1. Principles

- 1.1 The purpose of the policy is to ensure that places at Lionheart Educational Trust Primary Schools are allocated and offered in an open and fair way.
- 1.2 Lionheart Educational Trust: Primary Schools' Admissions Policy should:
- Offer clarity regarding legal requirements and statutory guidance
 - Seek to encourage partnership and avoid conflict at a local and an authority level
 - Maintain parental rights and ease the process of admission for parents and children
 - Have one consistent first-time admissions date to mainstream education
- 1.3 Children's entitlements are as follows:
- entitlement to a place in the catchment area school (dependent on the parent applying at the appropriate time, or on compliance with infant class size regulations)
 - entitlement to a place in a preferred school if there is room
 - entitlement to be considered according to the same priority criteria as other children where the preferred school is oversubscribed.

2. Legal Position & Other Requirements: Summary

- 2.1 Lionheart Educational Trust is its own admissions authority and will consult as required and publish their admissions policy and arrangements.
- 2.2 The Local Authority is required to coordinate admissions for all residents in Leicestershire. To this purpose it must have an approved scheme for coordination and Lionheart Educational Trust: Primary Schools will participate in full with the scheme.
- 2.3 Parents have a right to express a preference for a school place, including where the child has an Educational Health Care Plan (EHCP). Parents must ensure suitable full-time education for their children by attendance at school or otherwise; they are not obliged to do this before the child has reached compulsory school age.
- 2.4 Compulsory school age is from the term immediately following a child's 5th birthday, this means:
- A child turning 5 in the autumn term must start school no later than from the start of the spring term
 - A child turning 5 in the spring term must start school no later than from the start of the summer term
 - A child turning 5 in the summer term must start school no later than the following autumn term

Please note that parents have the right to full time education from the September after their child's fourth birthday



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- 2.5 Brocks Hill Primary School has an Admission Number (AN) of **60**.
Hallam Fields Primary School has an Admission Number (AN) of **30**.
Highcliffe Primary School Primary School has an Admission Number (AN) of **60**.
Riverside Primary School has an Admission Number (AN) of **60**.

3. First Time Admissions to mainstream Lionheart Educational Trust: Primary Schools (Brocks Hill, Hallam Fields, Highcliffe and Riverside)

- 3.1 This section refers to first-time admissions (4+ entries)
- 3.2 Parents must apply to their home Local Authority for a school place. All requests received by 15th January (national closing date) will be considered first and in accordance with the approved priority criteria. **All applications received after the closing date will be considered after those that have been received on time.**
- 3.3 The Local Authority that you live in will confirm decisions to parents from 16th April (national offer date). No child should be admitted without an offer from the Local Authority you live in; and this is regardless of whether the child lives in the catchment area or otherwise and regardless of whether the child has attended a nursery or pre-school group at the school.
- 3.4 For those pupils who do not live in Leicestershire, the School Admissions Service will inform the relevant Local Authority who will in turn inform the parents.
- 3.5 Places will be allocated up to the Admission Number (AN) (Brocks Hill 60, Hallam Fields 30, Highcliffe 60 and Riverside 60) and will not be exceeded regardless of living in the catchment or moving into catchment.
- 3.6 Parents must apply for a school place at first-time admission stage.
- 3.7 Date of admission for all first-time admissions is from the September immediately following a child's fourth birthday i.e. all children who have turned 4 before the end 31 August. Pre-admission visits will only take place in the term before the child is admitted to the school.

4. Infant Class Size Limits, Multiple Birth Children and Permitted Exceptions

- 4.1 There is a requirement to limit infant class sizes to 30 children for each qualified teacher. This applies to reception, Year 1 and Year 2 classes i.e. children aged 4 to 7. The National Regulations on infant class sizes allow very few exceptions (see para 2.16 National School Admissions Codes September 2021).
- 4.2 In the unusual event of there being one space available within the infant class size limit, children of multiple births are permitted exceptions to the class size limit in these circumstances. In addition, all the following are also considered as exception to the class size limits:
- Those children who are in the care of a Local Authority (including previously in care)
 - Children with an EHCP



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- Movement into catchment where there is no other available school within a reasonable distance from the home address (where the reasonable distance is a walking route that is 2 miles for primary or 3 miles for secondary)
- If a recognised error was made during the implementation of the school admission arrangements
- Those admitted by an independent appeal panel
- Children of service personnel e.g. Army children)

Permitted class size exceptions will remain exceptions for the duration of key stage one.

5. Deferring First-Time Admission

- 5.1 When a child's parents are notified of the allocation of a primary school place, they can inform the school of their decision to defer their child's admission until their child reaches compulsory school age.
- 5.2 Parents can also inform the school that their child will attend part-time until the child reaches compulsory school age. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.
- 5.3 The place at the school will be held open for the child and not made available to another child. For summer born children if the place is not taken up by the summer half- term then a fresh application must be submitted usually for entry into Year 1, as the admissions application is only valid for the academic year in which you applied.
- 5.4 The School may withdraw the offer of the place if it is not taken up after deferment and offer the place to another child according to the School priority criteria. Such withdrawals of offers will only be made when the Admission Number (AN) for the school has been reached and there are additional children seeking places. Where an offer of a place is withdrawn in this way, the child will not be entitled to free transport to a more distant school.

6. Admission of Children Outside their Normal Age Group

- 6.1 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.
- 6.2 Parents of a summer born child (ie children born between 1st April and 31st August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group ie reception rather than year 1.
- 6.3 To request a delayed entry parents are required to make an application for their child's admission to their normal age group at the usual time in accordance with this policy and at the same time to submit a request to the admission authority for admission out of the normal age group.



- 6.4 Decisions will be made by the Admissions Authority on the basis of the circumstances of each case and in the best interests of the child concerned. This could take into account:
- Parents' views
 - Information about the child's academic, social and emotional development
 - Where relevant the child's medical history and views of medical professionals
 - Whether the child has previously been educated outside of the normal age group
 - Whether the child may have fallen into a lower age group if the child had not been born prematurely

The views of the Head Teacher of the School concerned must be taken into account

- 6.5 Decisions made by the Admissions Authority will clearly be set out, and when informing a parent of the decision on which year group the child should be admitted to the reason(s) will be given.

- 6.6 Where the admitting authority agrees to the parents' request for their child to be admitted to a year outside of their normal age group it will be necessary for the parent(s) to apply again for a place at the appropriate time, and as a consequence the child will be admitted to the relevant age group. The application will be processed as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of determined admission arrangements only including the priority criteria when this applies.

- 6.7 One admission authority cannot be required to honour a decision made by another. Upon transfer it will be a matter for that admission authority.

- 6.8 Parents' statutory right of appeal against or refusal of a place at a school for which they have applied does not apply if they are offered a place at the school but it is not their preferred age group.

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

- 7.1 All mid-term transfer requests (in-catchment included) will be coordinated through Leicestershire's School Admissions Service on behalf of Lionheart Educational Trust.

- 7.2 Before applying parents are encouraged to arrange to visit the school after which the parent should complete the Local Authority's online Common Application Form (paper forms are available on request).

- 7.3. The aim wherever possible is to always process mid-term applications within 10 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, council tax payment notification for proof of address.

- 7.4 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.



7.5 Lionheart Educational Trust may refuse to admit an in year transfer where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

8. Parental Preferences & Criteria used for Oversubscription Purposes

8.1 Application forms for school places allow parents to express up to three preferences for school places. Parents should rank their preferences, so that if more than one preference can be agreed the one which the parent wants most is offered. However, the Local Authority considers all preferences to have equal value, e.g. one parent's first preference and another parent's second or third preference are to be considered equally against the admissions criteria. Late applications receive the lowest priority, i.e. they are only considered after all other applications which were received on time, unless it can be demonstrated with documentary evidence that the lateness of the form was beyond your control.

8.2 Oversubscription criteria for entry Autumn 2024 admissions and mid-term applications during 2024 / 2025 academic year

All children with an EHCP where the school is named will automatically be provided with a place at the school.

If there are too many requests, priority will be given to children whose parents applied on time, in the following order:

1st	Children who are looked after and those children who were previously looked after children. (See note i).
2nd	Pupils who will have an older brother or sister attending the school applied to at the same time who live in the same house. (See note ii).
3rd	Pupils who live in the catchment area at the time of application and admission. The catchment map can be found under admissions on the relevant school website.
4th	Other pupils by distance from the school, with priority for admissions given to children who live nearest to the school as measured in a straight line from the centre point of the home property to the school's main designated front gate using a computerized mapping system

Notes:

- i. Children in care of the Local Authority and those children who were previously looked after children including those who appear to admissions authority to have been in State Care outside of England and those that ceased being in care due to being adopted (or become subject to a residence order or special guardianship order) are considered under this criterion. In such circumstances a letter from the Local Authority/State in which the child was in the care of will be required (see definition in section 22(1) of the Children Act 1989).



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- ii. Siblings means two or more children who have at least one parent in common and who reside in the same home as one and other. Where a child has been legally adopted, he or she will be regarded as a sibling of any other children with the same legal guardian all of whom reside in the same household.
- 8.3 The child's place of residence is taken to be where the child is resident for the majority of the school week and in line with best practice. The school will accept 50/50 living arrangements between their parents/carers and allow parents to nominate the home address in this circumstance.
- 8.4 Within a category, should PAN be reached, distance from the school will be used to decide who has the highest priority for admission. On the rare occasion where the distance between two children's homes and the school is the same a process of random allocation will be used as a tie break. This process will be independently verified.
- 8.5 Parents whose request for a school place is refused have the right to appeal. Details of how to appeal will be set out in the refusal letter.

9. Withdrawing an offer or a place

- 9.1 Lionheart Educational Trust: Primary Schools will withdraw the offer if:
- It has been offered in error
 - A parent has not taken up the place and not responded within a reasonable period of time indicating they want the place.
 - It is established that the offer was obtained through fraudulent or an intentionally misleading application.
- 9.3 Lionheart Educational Trust may ask for proof of the following on application in some circumstances e.g. where proof of residency is unclear on the application
- Address
 - Child's date of birth
 - Copy of an adoption, residence or special guardianship order and letter from the LA that last looked after the child confirming that he or she has looked after immediately prior to that order being made.
- 9.2 The length of time a child has been attending the school will also be taken account and a place will only be withdrawn if the child has attended the school for under one term in length.

11. Over-subscription Lists

- 11.1 Parents whose children have not been offered a place at a Lionheart Primary School will automatically be added to the school's oversubscription waiting list. The list for admission will remain open until the 31st December in the admission year.



- 11.2 The oversubscription list is ranked using over subscription criteria listed. The order of the list may change, e.g. when a new child applies to the School, this means that a child waiting list position during the year could go 'up' or 'down'. Lionheart Educational Trust makes no distinction between on time or late applications.

