LAUNDE PRIMARY SCHOOL

Support
Tenacity
Responsibility
Innovation
Voice
Equity

SCHOOL ADMISSIONS POLICY
FOR ADMISSION AUGUST 2026

Date or Review	January 25
Next Review Date	January 26
Headteacher	Shelley Meer
Chair of Governors	
Chair of the Trust	Graham Smith
Signed	
Date	

Admissions Policy for Launde Primary School

First time admissions and Mid-term transfers from August 2026 onwards

1. Principles

1.1 Launde admissions policy aims to:

- Offer clarity regarding legal requirements and statutory guidance
- Seek to encourage partnership and avoid conflict at a school 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

1.2 Children's entitlements are as follows:

- Priority given 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 be considered according to the same priority criteria as other children where the preferred school is oversubscribed.

1.3 For the purposes of this policy, parents and carers are collectively referred to as parents, which includes but not limited to natural parents, those who have day-to-day care of a child and/or parental responsibility.

1.4 Where one parent objects to a school application made by the other parent, and to prevent the application from being processed the School Admissions Service will require a court order. In such circumstances, the application will be paused for seven days (following a letter from a solicitor confirming a court order request has been submitted) to allow the objecting parent time to obtain the court order.

2. Legal Position & Other Requirements: Summary

2.1 Launde Primary School as an academy is the admissions authority.

2.2 Launde have appointed the Local Authority to co-ordinate admissions to the purpose there is an approved scheme for co-ordination.

2.3 In preparing its admission arrangements, the school adheres in full to the requirements and arrangements surrounding consultation and determination detailed within the School Admissions Code. Where any changes to admission arrangements are proposed, the school will undertake a minimum 6–week consultation period between 1 October and 31 January. Parents, schools and local groups with an interest in the local area will be consulted. Consultation is only required to take place every seven years if the admission arrangements have not materially changed since the previous consultation.

2.4 Parents have a right to express a preference for a school place, including where the child has a Education 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.

2.5 Compulsory school age is from the term immediately following a child's 5th birthday, this means:

- A child turning 5 between 1 September and 31 December must start school no later than from the start of the Spring term (January)
- A child turning 5 between 1 January and 31 March must start school no later than from the start of the Summer term (April)
- A child turning 5 between 1 April and 31 August must start school no later than the following autumn term (September)

2.6 Launde Primary School has an Admission Number (AN) for each of its year groups. At Launde Primary School the AN at 90. If this number needs to be altered, in some cases statutory notices will be published to allow interested parties to make representations.

2.7 The school will only admit children up to the admission number except in certain limited circumstances and will ordinarily consider that anything over and above that number will be prejudicial to the efficient education and/or efficient use of resources.

2.8 The school will allocate any places according to objective and transparent criteria. Where the admission number has not been reached, the Council will allocate a place at that school except where paragraphs 18.13 regarding twice excluded pupils (reception aged children would be exempt) and 18.14 regarding children being considered under the fair access protocol.

2.9 Parents whose preferences are refused have a right to appeal to an Independent Appeal Committee. The decision of an Independent Appeal Panel is binding on parents, the Council and the governing body of the school.

2.10 The law requires Children with an Education Health and Care Plan (EHCP) that names a school in their plan is allocated the place and is not subject to conditions set out within this policy.

2.11 There are no required staffing ratios for junior age children in education law. Regulation on infant class sizes requires an upper limit of 30 children per teacher.

3. First Time Admissions to Launde Primary School

Admissions Timeline Primary:

15 January: Closing date for applications to the Local Authority (LA)
28 February: Publication of appeals timetable on LA website
16 April (or next working day): National offer day for First Time Admission and Infant-Junior Transfers
April to August Appeals process and outcomes
August New intake starts at school

3.1 This section refers to first time admissions (4+ entries).

3.2 For first time admission, applications for a school place must be made by the relevant closing date during the academic year (between 1 September and 31 August) in which the child turns four, even if the child will not be of compulsory school age in September when they start school. Parents can elect for children not to attend school at the start of the autumn term – for further information see section 5 to defer their child's start of school or see section 6 regarding delaying admission to the following academic year.

3.3 Parents living in Leicestershire must apply to the Council for a school place. The best way to apply is by applying online through the Council's website however paper copies of the application form can be requested from the Customer Service Centre by calling 0116 305 6684.

3.4 Parents that do not live in Leicestershire but are seeking a school place at a school within the area can do so by applying through their home local authority. Those applications will be forwarded to the Council for processing, in accordance with the co-ordinated admissions scheme (please see the Council's website for a copy of the co-ordinated scheme).

3.5 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**.**

3.6 For those parents that live in Leicestershire, the Council will confirm decisions for applications from the national offer date 16 April (or on the next available working day if the 16th April falls on a weekend/bank holiday).

3.7 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 of the council's decision.

3.8 Places will be allocated up to the Admission Number (AN) of 90 and will not be exceeded regardless of living in catchment or moving into catchment.

3.9 The Council's decision will either be to offer a place at a school or refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources. A refusal letter will also explain to the parent their right to appeal – for further information on appeals see section 14.

3.10 It is recognised that some parents are unaware of the need to apply for a school place at first-time admission stage. The Admissions Service in response to this issue launches an annual marketing strategy to publicise and alert parents to the need to complete an application expressing up to three preferences.

3.11 Date of admissions 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 31 August. Pre-admission visits will only take place in the term before the child is admitted to school. Such sessions are not funded.

3.12 Launde Primary School has a single start for first time admissions at 4+. However, parents must ensure full-time education for their child from compulsory school age from 5+.

3.13 For the avoidance of doubt, and in compliance with the relevant regulations, an infant child (i.e. Foundation Stage, Year 1 or Year 2) who moves into a school's area after initial allocation decisions have been made and applies for a catchment place, will not be offered a place in their catchment school if the admission number has already been reached and the class to which they would be admitted will already contain 30 children and there is an alternative school with space available in the relevant year group within 2 miles walking route of the home address.

4. Infant Class Size Limits and Exceptions

4.1 Infant Classes (Reception, Year 1 and Year 2) must not exceed 30 children per teacher, unless an exception applies.

The exceptions, are:

a) children admitted outside the normal admissions round with Education, Health and Care Plans specifying a school;

b) looked after children and previously looked after children admitted outside the normal admissions round;
c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
d) children admitted after an Independent Appeals Panel upholds an appeal;
e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
f) children of UK service personnel admitted outside the normal admissions round;
g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school

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5. Admission of children below compulsory school age (i) and deferred entry to school

5.1 Launde Primary School will provide for the admission of all children in the September following their fourth birthday. The Admissions Service will make it clear in their arrangements that where they have offered a child a place at a school:

a) That child is entitled to a full-time place in the September following their fourth birthday;
b) The date their child is admitted to the school can be deferred until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made;
c) Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age in the year the original application was made.
d) A child's school place may be deferred but only up to the beginning of the summer term.
e) Where a child has failed to attend school by the start of the summer term in the school year for which the original application was made, parents will have to submit a new application unless there are exceptional circumstances which have prevented the child from doing so. Where there are no exceptional circumstances any application will be treated as an in-year application.
f) Exceptional circumstances will include a child who has been unable to attend school because of medical reasons (i.e. hospitalisation, operation recovery that has taken up to two school terms).

6. Admission of children outside their normal age group

6.1 At the point of first-time admission, 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, that is those children born between 1 April and 31 August, may request not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Launde Primary School accepts that parents may wish to delay starting school in Reception however the children would then be admitted straight into their normal age group.

6.3 To request delayed entry parents should make an application for their child's admission to their normal age group at the usual time, in accordance with this policy. Within that application parents should also submit a request to the Council for admission outside of the normal age group. Further

information about the process will then be provided to parents upon their request for admission outside of the normal age group or by contacting the School Admissions Service.

6.4 We are aware that we must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. Decisions will be made by a panel of Local Authority (LA) professionals based on the circumstances of each case and considering the best interests of the child concerned, including the headteacher's view. This will take into account the following:

- parents' views;
- information about the child's academic, social and emotional development;
- where relevant their medical history;
- any views of medical and other professionals;
- whether they have previously been educated outside of their normal age group;
- whether they may have fallen in to a lower age group if the child was not born prematurely;
- the views of the Headteacher of the school concerned.

6.5 When informing a parent of their decision on the year group the child should be admitted to the admission service will set out clearly the reasons for their decision in a letter. The letter will contain a full explanation to the parent of how the decision was arrived at as well as what recourse is available if the request is refused.

6.6 Where the school agrees to a parent's request for their child to be admitted out of their normal age group, it will be necessary for the parent(s) to apply again for a place in Reception at the appropriate time a year later as part of the co-ordinated first-time admission process. If that application is successful, the child will be admitted into Reception. However, parents must be aware that any such consent will not guarantee them a place at a particular school.

6.7 The School Admissions Service will process the application as part of the main admissions round unless parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

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

7. In-Year (mid-term) Transfers (all year groups) whether in-catchment or not

7.1 All mid-term transfers requests (in-catchment included) will be co-ordinated through the School Admissions Service before admission takes place.

7.2 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 (paper forms are available on request).

7.3 The Council will aim to notify the parents of the outcome of their application in writing within 10 school days and must notify in writing within 15 school days (5 days if child is indicated as looked after or previously looked after). Delays may occur where further evidence or proof is required i.e. proof of house purchase, tenancy agreement, council tax payment notification, fair access information for complex or out of authority applications etc. or during busy periods (such as during the normal admissions round or due to when schools are closed)

7.4 Where there are multiple in-year admissions and the school do not have sufficient places for every child who has applied for one, places must be allocated on the basis of the oversubscription criteria in the determined admission arrangements only.

7.5 Information setting out the process for applying for mid-terms, which schools the Council co-ordinate the applications for and which schools manage their own in-year admissions (including contact details for those schools) will be set out on the council's website.

7.6 Where the mid-term application is made to Launde Primary School via the Local Authority's Admissions Service the decision letter will either offer the place or refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources. A refusal letter will also explain to the parent their right to appeal, and how they should do this.

7.7 Launde Primary School has an Admission Number (AN) for each of its year groups at the point of entry at 90.

8. Processing Parental Preferences

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 LA as Launde Primary School's admissions service, will consider 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.

8.2 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 the parents' control. i.e. looked after children or previously looked after, forced re-location, new school opening etc. However, late applicant families who are already resident within the catchment area and have moved to another address within catchment will not be excepted children and will not be offered a place at the catchment school in those circumstances, if it is full.

8.3 Applications received beyond 4 weeks post-closing date in the normal round cannot be considered under exceptional grounds, as it is too late to add them to the process.

8.4 (For mid-term (in-year) application closing dates please see Leicestershire's mid-term co-ordinated scheme).

9. Priority criteria for entry Autumn 2026 admissions and mid-term applications during 2025/2026 academic year

Priority will be given to children whose parents applied on time and ranked in accordance with the priority criteria set out below. Where there are more applications than places or there is a tie, the next relevant criteria will be used to determine which application should be offered the place, if they still have identical ranking then lots will be drawn (see the section Tiebreaker below):

1st	Children who are looked after and those children who were previously looked after children (see note i)
2nd	Pupils who live in the catchment area (see note ii)
3rd	Pupils who will have an older brother or sister attending Launde

	Primary School at the same time who live in the same house. This will not apply to mid-term admissions in year groups where the admission number has been reached. (see notes iii)
4th	Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application.) (see note iv)
5th	Pupils living nearest to the school measured in a straight line distance (home to school front gate) (see note v)

Notes:

Combinations of the above criteria are used where appropriate, in priority order to rank the 90 places. Launde Primary School's admissions number is 90. Anyone refused will have the right to appeal.

i. 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.

'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 arrangements order or special guardianship order). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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. Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. 24

Child arrangements 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)

ii. The child's place of residence is taken to be the parental home. Living in the catchment area does not guarantee you a place at your catchment school.

iii. The term sibling relates to:

- brothers and/or sisters who share the same parent(s)
- a half-brother, half-sister or legally adopted child living at the same address
- a child looked after by a local authority placed in a foster family with other school age children
- a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.

iv. If criterion 4 is used, when making an application parents should send evidence from an independent professional person who knows about the child and supports the application to the school. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered. An independent professional person, for example a health professional, social worker, teacher/early years professional or support worker or such other appropriate person. The evidence must be supplied and must be submitted with the application for a school place.

The following list are the areas that are considered exceptional:-

(a) Children with a serious medical condition - showing that the needs of the child can only be met at the specific school and why other schools would not be able to meet this need, or a child has an exceptional illness or disability (for example, limited mobility) which means that, the child can only reasonably attend one school.

(b) Children subject to Child Protection Plans and Child in Need Plans and the child can only reasonably attend one school.

(c) Parents suffering domestic violence (This is dependent on documentary evidence by a lead professional for example a health professional, social worker, teacher/early years professional or support worker or such other appropriate person)

The Academy will make the decision during the processing period in consideration with relevant professional documentation.

v. For Criterion 5, measurement of distance of up to three decimal places will be in a straight line from the centre point of the home property to the school's main designated front gate, using a computerised geo-coded mapping system. Where there is equal distance then lots will be drawn. The drawing of lots will be undertaken by an independent person, not an employee or governor of the school.

10. Tiebreaker

If having applied the priority criteria, two or more applications have identical ranking lots will be drawn. The drawing of lots will be undertaken by an independent person, not an employee or governor of the school.

11. Children Who Move Out of or Into the Catchment Area including Late and or Mid-Term Applications

11.1 A child who is already attending a school and whose place of residence changes to an out-of-catchment address is entitled to continue attending that school. However, any subsequent application, as a mid-term or at the point of transfer to a junior or secondary school, must be made using the new address.

Where a family have made an application, they must notify the Council of any change in their address as soon as possible after the move.

11.2 Where a family have applied for or been offered a place at a community or voluntary controlled school and move home during the course of the admissions process (i.e. after the closing date for first time admissions or transfers but before they start) they must notify the Council immediately.

11.3 During the normal round the latest date a proof of change of address can be accepted for the purposes of an application that has already been submitted is the third Friday in March for first time admissions and junior transfers and the third Friday in December for secondary transfers. Home moves will not be accepted without proof (see section 18.7). Where proof is received beyond the above respective 'Fridays', the applications will be considered as late.

12. Exceeding the Admission Number (AN)

a. At the time of first-time admission/transfer decisions, if there are more requests for in-catchment children than the admission number (AN), the AN will **not** be exceeded.

b. In normal circumstances, the AN will not be exceeded in any one-year group by the admission of out-of-catchment pupils. If there are more out-of-catchment requests than places available within AN, places will be allocated up to AN according to the priority criteria, with any outstanding requests refused.

c. Parents whose requests are refused have a right to appeal to an Independent Appeal Committee who decisions can override local school policy. (NB in the case of parents whose children have Statements of Special Educational Needs, the appeal is to the Special Educational Needs Tribunal).

d. The AN will only be exceeded in exceptional circumstances. For a full set of exceptions please see para 2.15 of the National School Admission Codes. Exceptional circumstances might be:

a) Admission of children who would have siblings in the school
b) Looked after or previously looked after children
c) Hard to place children whose cases fall within the fair Access Protocol.
d) There will be no appeal process to challenge the LA's decision by Launde Primary School or the Governing Body. Launde Primary School commissions the LA to undertake all appeals on its behalf.

13. **Withdrawing an offer or a place**

Leicestershire School Admissions Service in accordance with its coordinating scheme on behalf of Launde Primary School will withdraw its 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 intentionally misleading application.

14. Mid-term applications

In accordance with the School Admissions Codes, Leicestershire Admissions Authority on behalf of Launde Primary School will operate two statutory co-ordinated process for the purpose of starting school for the first time (statutory)Leicestershire Admissions Service on behalf of Launde Primary School will in the best interest of the parent continue to co-ordinate:

- Mid-term (in year) transfers

For a detailed breakdown of each process, please refer to the relevant Co-ordinated Scheme.

15. Second Applications

Ordinarily parents may only make one application for any particular school per academic year. In exceptional circumstances, and at its sole discretion, the Council may allow a further application to be made where there has been a significant and material change in the circumstances of the parent, the child or the school.

The following is a non-exhaustive list of what may be considered to be exceptional:

- change of address i.e. where the change of address is into the catchment of the school;
- new significant and material evidence has come to light in personal circumstances;
- a significant change in medical circumstances (apart from medical attention for distress or anxiety as a result of unsuccessful applications / appeals);

- there has been a significant and or material change in the circumstances of the school i.e. significant extensions / new build, an increase their PAN, increase in the number of teaching staff.

In such instances parents must provide written details of the significant and material change together with any evidence of that change. Where the significant and material change is accepted by the Admitting Authority a second application will be permitted and must be made in the usual way and will be processed in the normal manner and, where necessary, in accordance with the priority criteria.

16. Appeals

If an application for a school place is refused, a refusal letter is issued, which will set out the reason for refusal and the right to appeal. Parents have a right to appeal to an Independent Appeal Panel.
The decision of an Independent Appeal Panel is binding on parents and the admitting authority.
To appeal please go to the Leicestershire County Council website -
https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/appeal-a-school-place-and-check-waiting-lists-online

17. **Miscellaneous**

Children who are Looked After or are previously Looked After and now adopted

a. Children in care of a Local Authority and those children who were previously looked after children, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) are considered under high priority.
b. In such circumstance proof must be a letter from the last local authority that placed the child in care.
c. To be considered as 'in care or previously in care' Launde Primary School does not stipulate a minimum length of time the child is or has been in care.

Catchment area definition and how to find out the catchment area school for your home address

a) The county is divided into school catchment areas. The child's full HOME ADDRESS determines the school where you would be given PRIORITY admission for our school. If you wish to know if your home address falls in Launde Primary School's catchment area, please contact Launde Primary School office or Local Authority Customer Service Centre 0116 3056684.

See the primary 'Your Guide' at http://www.leics.gov.uk/primary your guide section 1.pdf

See Secondary 'Your Guide' at http://www.leics.gov.uk/secondary your guide section 1.pdf.

Areas of Dual/Multiple Catchment Entitlement

a. In areas where there is dual or multiple catchment entitlement, children who move into area after admissions have been decided will be refused a place in one of the schools where the admission of another child would prejudice the provision of efficient education or efficient use of resources

Parental Proof of Residence

In determining an application for a school place, the Council on behalf of the Academy may request evidence of an address or of a move into a catchment area or arriving in the UK.
a) Such evidence may include but not be limited to:

- Opening Council Tax Bill;

- Signed and dated copy tenancy agreement;
- Copy of a letter of completion of house purchase from a solicitor.

b) In addition to the above the following may also be asked for:

- Copy of child benefit letter;
- Copy of current driving licence;
- Copy of registration at GP practice or hospital consultant.

c) Where a family has moved in with relatives or friends (including new to UK):

- A declaration from Parents and householder / homeowner / relative / friend confirming the applicant family now reside at the address;
- A copy of most current council Tax bill from occupier;

Where the Council does not consider it has been provided with satisfactory proof of address, the application will not be processed until the Council is satisfied that adequate proof has been obtained.

Over-subscription Lists

a. An over-subscription waiting list will be held by LA Admissions Service for Launde Primary School in respect of Foundation year group. The list is maintained from completion of the decision-making process for first-time admission to the end of the Autumn Term only. The waiting list is ranked in the same order as the published oversubscription criteria and not by date of application. There are no over-subscription lists held for any other year group.

Tiebreak

a. In instances where more than one child has an equal weighting in accordance with our priority criteria, the tiebreaker used is straight-line distance from the centre point of the residential property to the school's designated main front gate, with whoever is closer being offered the school place. Where there is equal distance then lots will be drawn supervised by an independent officer.

Early Transfer or Admission of Children Staying on Outside the Normal Age Range

a. Early transfers or admission of children staying on outside the normal age-range are exceptional and must be approved by the School Admissions Service.
b. The parent must request the exceptional arrangement in writing to the School Admissions Service.
c. Launde Primary School submit a view regarding the suitability of the arrangement. Expected numbers in the year group and the AN will be taken into account.
d. Professional advice (e.g. from an Educational Psychologist) on the suitability of the arrangement may be sought in some cases, but this would not override any admissions decision. If the child has a Statement of Special Educational Needs or an Educational Health Care Plan, the view of the Special Educational Needs Assessment Service (SENA) must be sought.
e. Children transferring younger than the normal age for transfer are subject to the same priority criteria as children in the normal transfer age-group, as long as:

- The relevant schools agree that early transfer is appropriate;
- The local authority considers early transfer appropriate;

- The child has been taught in classes with the academic year group which is one year older for at least three years. (NB this would normally exclude vertical grouping arrangements in primary schools).

Children who Move Out of the Catchment Area

f. A child who has started attending and whose place of residence changes to an out-of-catchment address is entitled to retain his/her place in the school.
g. Such an entitlement does not hold if the child changes phase of education in which case entitlement to a place is according to the new address.

Excluded or Potentially Disruptive Pupils

h. Launde Primary School does not allow the refusal of admission because the pupil may disrupt the education of other pupils, but will consider exceptions according to the School Admissions Code. The School Admissions Code allows the refusal of places for children with "challenging behaviour" only for those schools able to demonstrate particularly high proportion of children with challenging behaviour or previously excluded children. In such circumstances the governors must refer the case to the Fair Access Protocol.
i. Launde Primary School will not refuse admission where such a pupil lives in the catchment area and the parent has applied properly or where there is a place available with the AN for this pupil.
j. There is no obligation to comply with a parental preference for a child who has been permanently excluded from two or more schools, for a period of two years following the latest exclusion. Parents of such children lose their right of appeal regarding admission may refer to the Secretary of State regarding directions to admit children.
k. It is possible that a child may receive a second permanent exclusion just before he or she is due to transfer school (e.g. from high or upper school). In these circumstances the Local Authority will expect the receiving school to admit the child, if the child's second permanent exclusion is issued after a transfer allocation has been notified to the parent, but before the actual transfer to the new school.
l. A permanently excluded pupil must not be removed from the school register until any exclusion appeal is complete or until the time limit for notification of appeal has passed.

Children with Special Educational Need

m. The Local Authority does not allow the refusal of admission because it is believed that the school cannot cater for the child's special educational needs.
n. Pupils with special educational needs but no Statement are dealt with through normal admissions policy, and schools cannot refuse to admit a pupil because he/she does not have a Statement or is being assessed for a Statement.
o. All governing bodies are required by section 324 of the Education Act 1996 to admit to a school a child with a statement of special educational needs that names the school. This is not an oversubscription criterion and schools must admit Statemented children whether they have places or not.

Children from Overseas

p. The wording of the School Admissions Code applies.

Late Requests, Appeals (including class size appeals), Further Appeals and Errors

q. Late requests for school places e.g. those received after a closing date, will be considered on their merits. This means that it is probable that a late request will not be allowed if the school is oversubscribed and

there is no clear and significant reason (supported with documentary evidence) that it was beyond the parent's control for not applying at the appropriate time e.g. parent ill for some time or family returning from abroad.

r. To assist parents every effort will be made by the School Admissions Service to explain the basis under which an infant class size appeal is to be considered. The legislation and regulations are extremely stringent and only allow panels hearing an infant class size appeal to uphold the appeal where the following applies:

- The child would have been offered a place if the school's admissions arrangements had been properly implemented i.e. because of an error or maladministration, or
- If it is established by the panel that the school's admissions arrangements did not take in account when considering the application:

- The School Admissions Code
- Part 3 of the SSFA 1998
- The decision was not one that a reasonable admissions authority would have made in the circumstance of the case.

s. Appellants do not have the right to a second appeal in respect of the same school for the same academic year unless it can be demonstrated that there has been a significant exceptional or material change in circumstances of the parent, child or school. Examples being:

- Change of address
- It has been agreed that there were procedural faults in the original appeal
- New significant evidence has come to light
- Medical reasons (apart from medical attention for distress or anxiety as a result of unsuccessful appeals)
- Significant change to the school has come to light.

(This is not a finite list; each case will be considered on its merits by the lead admissions or appeals officer).

Launde Primary School commissions the LA to undertake all Appeals on their behalf.

<u>Acceptance or refusal of offers; Withdrawal of Places or of Offers of Places</u>

t. In the normal admissions national offer date of 16 April or the next working day, it will be assumed by the School Admissions Authority that the offer is accepted unless it is refused. Once the academic year begins the school place should be take up within 20 school days from the offer date. If not, the School Admissions Service will afford the parent a reasonable time (the regulations state 2 weeks) plus additional 7 days for a reminder, to accept the offered place. If no acceptance is received the offered place may be withdrawn. In addition, Launde Primary School reserved the right to withdraw a school place, or an offer of a place where the place has been obtained by false or misleading information, for example an incorrect address or date of birth. Through the LA Schools Admissions Authority, we are vigilant about such matters. It may be appropriate to ask for a sight of the child's birth certificate before admission.

u. Offers of places are also 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 catchment area place and the family moves out-of-catchment before admission takes place, the offer of the place may be withdrawn.

v. The School Standards & Framework Act does not allow signing a home school agreement to be a condition for admission.

Deleting a Child's Name from the Register

w. the Education Pupil Registration Regulations describe the circumstances in which a child's name can be deleted from a school's register. In normal circumstances it is not reasonable to delete a child's name from the school's register until it is confirmed that he/she is receiving education elsewhere.

Changes of Address

x. Proof may be requested for the purposes of adding late first-time admission applications to the over subscription list over pupils already on the list.

Exceptional circumstances

y. The School Admissions Authority will always give serious consideration to any exceptional situations, such as where a family has been forced by circumstance to move into temporary accommodation, having lost their previous residence, or where there is a long-term separation between the parents and the child spends time in the week at two separate parents' addresses.

Verification of address for late first-time admissions

z. Parents' written confirmation and declarations will be sought regarding important information. Parents will be asked to verify in writing that they are residing at the address claimed and intend to remain in the catchment area. Places will be withdrawn if such declarations are subsequently found to be incorrect or not honoured and the school is oversubscribed.

aa. Documentation evidence such a Council Tax payment or child Benefit letter information will be sought.

bb. Claims of new residence in a school's catchment area will be judged on circumstances and the documents provided; completion of both sale and purchase, where relevant, are normally necessary before a place is allocated.

cc. Officers may be authorised to visit addresses to clarify whether families are living at the addresses claimed. Such visits will be undertaken in a reasonable fashion, by officers carrying appropriate identification.

What is generally not accepted when allocating places in over-subscribed schools;

- Purchase of a second property by a family in over-subscribed schools;
- Rented accommodation, while a previous property is retained.
- Offers or exchange of contacts on intended purchases or sales of properties.
- Informal accommodation arrangements with friends or relatives.

Significant Change of Circumstance

The School Admission Service considers fresh information in support of a parental preference for a school place, even if it is received at a late stage in the admissions process. In normal circumstances there will be no difficulty in meeting the parent's preference if all the school places have not been allocated.

dd. Where the school's places have all been allocated, the School Admissions Service will be unable to offer a place but may give higher priority to the parent's request if a place subsequently become available, according to the family's circumstances, in accordance with the priority criteria.

ee. Verification e.g. from professional persons or bodies may be sought from the parent to confirm a change of circumstances. In such circumstances it remains the parent's duty to gather and provide the evidence.

"Relevant Areas" for Consultation Purposes

ff. Admission authorities consult within "relevant areas" on admissions arrangements. Launde Primary School follows the Leicestershire "relevant areas" which are as follows: geographical boundary of Leicestershire is the "relevant area".

How and When to apply changes to a School's Admission Number (AN)

gg. If Launde Primary School wishes to alter the AN, a consultation process will take place following up to date guidelines from the School Admissions Service.

Children with split residence

15.41 Where a child lives for part of the week with one parent and for part of the week with the other parent, the address recognised by the Academy for the purposes of an application for a school place is the one where the child lives that is the address where the child permanently spends at least three 'school' nights (that is, Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence.

Where the weekly residence arrangement varies, and a child stays with both parents, on average, for the same amount of time during the school week over a four-week period, and one parent lives in another school catchment, the parents will be required to choose one address for the purposes completing a school application. If those with parental responsibility are unable to agree on the preferences, it may be necessary for parents to obtain further legal advice. Leicestershire County Council on behalf of the academy will continue to process an application unless legal documentation is provided that states an application cannot be processed or a pending court hearing. In cases where multiple applications are received for the same child, LCC on behalf of the academy will establish where the child lives for the majority of the time. Where parents cannot agree a single address, parents will be required to seek a Court Order to determine which address is to be used. Where any claimed residence arrangement is found to be false, and the child is yet to start at the allocated school, the place will be withdrawn as it will be considered obtaining the school place on fraudulent and / or misleading grounds. In such circumstances the application will be considered afresh and determined at that time based on the correct information.

Children of UK Services personnel and other Crown servants

15.42 Such children must be allocated a place in advance, dependent on an official government letter declaring a relocation date and intended address, if the applicant would meet the criteria on relocation. A Unit postal address must be accepted, or if appropriate a 'quartering area' address in the absence of a new home postal address.

Children of service personnel

For children of UK service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, the Council will use the address at which the child will live when applying the oversubscription criteria, as long as the parent provides some evidence of their intended address. A unit or quartering address will be used as the child's home address where a parent requests this and evidence, such an official letter declaring the relocation, is received.

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the admission authority will.

- allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. This must be an official government letter issued by a government department e.g. FCDO, UKVi, DIT. We will not refuse to process an application or refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.
- use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. For example, we will use a Unit or quartering address as the child's home address where a parent requests this.