



LAUNDE PRIMARY SCHOOL

**SCHOOL ADMISSIONS POLICY
FOR ADMISSION AUGUST 2023**

Written: October 2021
Review: October 2022

Signed.....

Date.....

Admissions Policy for Launde Primary School

First time admissions and Mid-term transfers from August 2023 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 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
- 1.2 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. For this 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 2021. 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 Statement of Special Educational Needs or 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 that is capped 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 school will allocate a place at that school except regarding twice excluded pupils (reception aged children would be exempt) and 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

- 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 (15th January) during the academic year in which the child turns four (between 1st September and 31st August), 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 applications received by the relevant closing date (*please see co-ordinated scheme for dates*) will be considered first and in accordance with the approved priority criteria. All late applications received after the closing date will receive the lowest priority and will be considered after those that have been received on-time. In exceptional circumstances, late applications may be considered as on time where the parent is able to evidence the reason for lateness was beyond their control i.e. children in care, 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.

Applications received beyond 4 weeks post-closing date cannot be considered under exceptional grounds, as it is too late to add them to the process and be considered as a late application.

- 3.6 For those parents that live in Leicestershire, the Council will confirm decisions for applications from the national offer date 16th 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 school'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 school's decision will either be to offer a place at a school or refuse the place because: the school is full or because admission would breach the infant class size limit (in an infant or primary school see section 4). A refusal letter will also explain to the parent their right to appeal – for further information on appeals see Appeals section.
- 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.

4. Infant Class Size Limits and Exceptions

- 4.1 There is a requirement to limit infant class sizes to 30 children for each qualified teacher. This applies to Foundation, Year 1 and Year 2 classes. Regulations on infant class sizes allow very few exceptions.
- 4.2 There are a number of exceptions where children will not count for the purposes of calculating those 30 which are set out below. Children will remain as permitted class size exceptions for the duration of Foundation Stage and Key Stage One, or until the total number of children within the class drops below 30 per class.
- 4.3 The exceptions, as set out within the School Admissions Code are:
- a) children admitted outside the normal admissions round with statements of special educational needs or 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 of UK service personnel admitted outside the normal admissions round;
 - f) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
 - g) 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.

Permitted class size exceptions will remain exceptions for the duration of Key Stage 1. In addition, schools will no longer have to take qualifying measures in such circumstances.

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 request, 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 1st April and 31st 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 Launde Primary School.
- 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 school governors 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:
- 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 governors 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 the 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
- 7.3 online Common Application Form (paper forms are available on request).
- 7.4 The Admission Number for each year group at Launde Primary School is 90 pupils. This number is capped and will not be exceeded to accommodate the catchment area children applying as in-year (mid-term) transfers.
- 7.5 For applications made outside of the normal round of admissions i.e. seeking to move school part way through an academic year, where a place exists at the school in the year group, it will be offered.
- 7.6 Where an application is made to the school that it is oversubscribed in that year group, a school place will not be offered except for in exceptional circumstances.
- 7.7 The council will notify parents of the outcome of their application confirming that the application has been accepted or setting out the reason that it has been refused. The aim is to notify parents of the outcome of their application in writing within 10 school days (maximum 15 school days) (5 days if child is indicated as looked after or previously looked after).
- 7.8 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)
- 7.9 Where there are multiple in-year admissions and the school do not have sufficient places for every child who has applied for one, places will be allocated on the basis of the oversubscription criteria in the determined admission arrangements only.
- 7.10 A refusal letter will also explain to the parent their right to appeal, and how they should do this.

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. children in care, 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 2022 admissions and mid-term applications during 2022/2023 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):

1 st	Children who are in public care and those children who were previously looked after children (see note ii)
2 nd	Pupils who live in the catchment area (see note (iii))
3 rd	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 iv)
4 th	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 v)
5 th	Pupils living nearest to the school measured in a straight line distance (home to school front gate) (see note vi)

Notes:

- i. 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.
- ii. Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of 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).

iii. 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.

iv. The term 'brother or sister' includes half brother or sister or legally adopted child being regarded as the brother or sister.

v. If criterion 4 is used, professional supporting documentation from the Lead Professional must be supplied and must be submitted with the application.

The following list are the areas that are considered exceptional:

- Crown Servants
- Children in the care of a LA
- Children subject to Child Protection Plans
- Hard to place children – who fall under the Fair Access Protocol
- Parents suffering domestic violence (this is dependent on documentary evidence by a lead professional)

Each case will be assessed on its individual merits.

For Criterion 5 above, measurement of distance of up to three decimal places is in a straight line from the centre of the home property to the school's main designated front gate, using a computerised mapping system (Routefinder).

10. Tiebreaker

10.1 If two or more applications have identical ranking following applying all the above criteria in priority order, lots will be drawn. The drawing of lots will be undertaken by a senior independent officer in the Children and Families Department.

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.

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

11.3 Parents are encouraged to visit both the catchment and the preferred school, in order to make informed judgements before applying.

11.4 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. Home moves will not be accepted without proof. Where proof is received beyond the above respective 'Friday', the applications will be considered as late.

12. 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.

13. Appeals (including class size appeals)

- 13.1 All parents have the right to appeal if an application for a school place is refused and this will be detailed in the refusal letter. Appeals that are to be heard as part of the normal round will be heard in accordance with the appeals process timetable published on the LA's website.
- 13.2 Parents may contact the School Admission Service if they require clarification of the procedure that will be followed in respect of an appeal.
- 13.3 Where the application for admission is refused on the grounds it would cause the infant class size limit to be breached, the grounds on which the appeal may succeed are extremely limited. Please see 'Appeal a School Case' section on the LA's website.

14. Second Applications (Further Appeals)

- 14.1 Ordinarily parents may only make one application for any particular school per academic year. In exceptional circumstances, and at its sole discretion, the school 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.
- 14.2 The following is a non-exhaustive list of what may be considered to be exceptional:
- Change of address i.e. where there is a change of address is into the catchment of the school
 - New significant and material evidence has come to light in your 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 in the AN
- 14.3 In such circumstances, parents must provide the school with written details of the significant and material change with any evidence of that change. Where the significant and material is accepted by the school 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.

15. Errors

- 15.1 Where the Council, acting on behalf of the school, has made an error in the processing of an application for a school place, and it is established that had the error not occurred it would have resulted in the applicant being offered a school place, the council will offer a place at the school.
- 15.2 Applicants are responsible for the accuracy of all and any information which they submit. The Council or school takes no responsibility for incorrect information submitted (i.e. an incorrect date of birth, failure to mention siblings, failure to provide

supporting evidence etc) or the impact that such information may have on the determination of their application. Where applicants become aware of such errors, they should notify the Council and school as soon as possible.

16. Exceeding the Admission Number (AN)

- 16.1 At the point of first-time admission decisions, if there are more requests for in-catchment children than the admission number (AN), the AN will **not** be exceeded.
- 16.2 For applications made outside of the normal admissions round e.g. mid term admissions, where the AN has been reached, applications will be refused.
- 16.3 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.
- 16.4 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 may include but are not limited to:
- a) An independent appeal outcome in the parent's favour
 - b) Admission of children who would have siblings in the school only if class size is not breached
 - c) Admission of children who are subject to Leicestershire's Fair Access Protocol
 - d) Children with an EHCP.
 - e) Looked After children
- 16.5 Launde Primary School commissions the LA to undertake all appeals on its behalf.

17.0 Miscellaneous

Catchment Area Definition And How to Find the Catchment Area School for your home address

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

Determining Home Address/Parental Proof of Residence

When, after reasonable enquiry, a school is unclear about a family address, the School Admissions Service will need to seek evidence of residence from parents where the matter is unclear.

Launde Primary School will be vigilant regarding addresses given by parents before transfer to the next phase of education, particularly if there is a late or unexpected change of address close to transfer. Any queries should be referred to the School Admissions Service.

Such evidence may include:

- Opening Council Tax Bill
- Signed and dated copy of tenancy agreement
- Copy of a letter of completion of house purchase from a solicitor

In addition to the above, you may also be asked for:

- Copy of child benefit letter

- Copy of current driving licence
- Copy of registration at GP practise or hospital consultant.

When 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 and family now reside at the address
- A copy of the most recent council tax bill from the occupier
- Stamped passport or visa
- Boarding passes

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

Clarification of home address where the family's current address is deemed temporary or multiple addresses

For the purposes of this policy, the following will be accepted as the home address:

- a) Purchase of a second property by a family, while the first property is retained, where the family moves to the second address and provided proof of residence – as set out in this policy.
- b) Rented accommodation while a previous property is retained. The family must provide satisfactory evidence to the Council that the rented accommodation is their primary residence through proof of residence and by demonstrating that the old property is not being occupied by them. In that instance, the Council must be provided proof of zero/vacant occupancy (i.e. discounted Council tax)
- c) Temporary living arrangements whether living with relatives or not i.e. whilst refurbishing, building or redecorating the permanent home address. The home address will be taken as the one where the family can provide proof of residence.
- d) Where because of reasons beyond parental control a house move has been imposed on the family or the children ie fleeing a domestic violence (refugee address), safe home (witness protection), home repossessions, losing your home through the result of severe weather situations i.e. home destroyed, subject to supporting documentation.
- e) Where the parent has been hospitalised and the children have been placed with a relative or carer, the temporary address will be accepted for the purposes of the school application on proof of hospitalisation i.e. a letter from a medical professional, and a declaration from the relative or carer of the arrangements.

Oversubscription Lists

An oversubscription (waiting) list) will be held by LA Admissions Service for Launde Primary School in respect of foundation year group only. The list is maintained from completion of the decision-making process for first-time admission to the end of the Autumn Term (31 December) only.

The waiting list is ranked in the same order as the published oversubscription criteria and not by date of application. The list will be held after the national offer date until 31 December of that year.

Applications received after the start of autumn term will be determined as mid year applications. Any applications that are refused before the 31 December will also be automatically placed on the oversubscription list.

There are no over-subscription lists held for any other year group.

There is no waiting lists past 31 December in relation to any mid term applications. At any point while the oversubscription list, the family's circumstances change and the Council has been made aware, the application will be reassessed and the lists reranked in accordance with the priority criteria. Where a family has failed to notify the council of such a change and is subsequently offered a place, that place may be withdrawn in accordance with section 12.

Circumstances in which an application might be refused – children with challenging behaviour and twice excluded pupils

Where a child has been permanently excluded from two or more schools, there is no obligation on the school to comply with parental preference for a period of two years from the last exclusion. This does not apply where exclusion was before the child was of compulsory school age, for children who have been re-instated following a permanent exclusion or for children with Education, Health and Care Plans.

In addition to this, applications for vulnerable children who have been unable to secure a school place outside of the normal admissions round may be referred for consideration under the Fair Access Protocol. Further details about this can be found on the Council's website. Parents should be aware that where children are considered under the protocol, the protocol has no obligation to comply with school preference rights (although it will be considered) in seeking to secure a school place. However, there is nothing to prevent a parent from applying for a different school at that time – any such application will be considered in accordance with the usual process.

Where a governing body does not wish to admit a child with challenging behaviour* outside the normal admissions round, even though places are available, it must refer the case to the Council for action under the Fair Access Protocol.

*[*behaviour can be described as challenging where it would be unlikely to be responsive to the usual range of interventions to help prevent and address pupil misbehaviour or it is of such severity, frequency, or duration that it is beyond the normal range that schools can tolerate. We would expect this behaviour to significantly interfere with the pupil's/other pupils' education or jeopardise the right of staff and pupils to a safe and orderly environment.]*

For those of primary school age the Primary Fair Access Panel will consider the most appropriate school and will aim to facilitate a re-integration.

Parents are not precluded from applying for a school place even whilst the FAP is ongoing.

Children with Educational Health and Care Plan (EHCP) (Special Educational Needs and Assessment (SENA))

All applications that have an EHCP will be forwarded to SENA for their consideration and processing. Furthermore where the EHCP names Launde Primary School as the nominated school, Launde Primary School will not object, but may request the decision to nominate

Launde Primary School in the plan is reconsidered on grounds of prejudicing the efficient provision of education and limited resources impacting existing children or the EHPC child.

Children from Overseas

Applications from non-UK nationals will be processed in accordance with this policy.

If the Council have any concerns as to a child's leave to remain in the UK and/or entitlement to state education, such concerns shall be referred to the Home Office.

Acceptance or refusal of offers; Withdrawal of Places or of Offers of Places

In the normal admissions round (i.e. when offers are made for first-time admissions, national offer date 16th April, places will be assumed accepted unless refused.

For mid-term applications (outside the normal round), parents must respond to any offer of a school place within 20 days of the date of that letter directly with offer school to make starting arrangements.

Where no response has been received within 20 school days of the start of the school term or the date of the offer letter (as may be appropriate), a reminder will be sent explaining that the place may be withdrawn if they do not respond to the offer. Parents will be afforded a further 10 school days to take up the school place. If no further response to the offer (either accepting or refusing it) is received then the offer of a place will be withdrawn.

Children with Split Residence

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 local authority for the purposes of an application for a school place is the one where the child lives for the majority of the school week Monday – Friday

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 by the Council to choose one address for the purposes completing a school application. Where parents cannot agree a single address, the Council will require parents 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

Where a school has spaces, such children will be allocated a place as part of the normal round of admissions without the requirement of an official Government letter declaring a relocation date and intended address. The place must be taken-up within 20 school days for the normal round of applications from the start of the academic year or it may be withdrawn.

Where during the normal round for admissions a school is oversubscribed, the Council will

require any application to be supported by an official letter that declares a relocation date and a Unit postal address or quartering area address. The application will then be ranked and determined against the oversubscription criteria.

Where a posting is partway through the school year a place will be considered in advance of the family arriving, provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address. The application will then be processed under the normal priority criteria.