

St. Peter's CE Primary School



Admissions Policy

2025-2026

Status: Statutory

Date adopted by Governing Body: 24.9.24

Date for review: 24.9.25

Signed by the Chair of the Governing Body:

St Peter's Church of England Primary School – Admissions Policy for entry from September 2025

The admissions authority for St Peter's CE Primary School is the Governing Body. As the School is a Church of England School the Diocese of Leicester is responsible for arranging an appeal against refusal of a place at the school. The School must act in accordance with admissions legislation and the School Admissions Code 2021.

Purpose of the Policy

The purpose of the policy is to ensure that places at St Peter's Church of England Primary School are allocated and offered in an open and fair way.

Applying for a place

A parent can apply for a place in any state funded school. Parents apply to the local authority in which they live. The annual closing date for applications is 15th January for a place the following September. Parents will be notified of the admissions decision by 16th April or next working day.

Planned admission number

The admissions authority will set a planned admissions number (PAN) which indicates the number of places available within the year(s) of entry. This information will explain how places will be allocated until the PAN is reached. The decision will be to refuse all applications that would lead to admission of pupils above PAN. A non-statutory admissions limit has been set for all other year groups. Our planned admission number (PAN) for 2025/26 is 36 pupils. Our designated catchment area does not prevent parents who live outside this area from expressing a preference for our school. Entitlement to a place in the school is dependent on the parents applying at the appropriate time and (for infant submissions) on compliance with infant class size regulations (1). If a child moves into the school's designated catchment area once allocation decisions have been made, they will not necessarily be offered a place in the school if the planned admission number for that year has been reached. Applications for places for the reception class need to be registered by completing the on-line Local Authority common application form (available from www.leics.gov.uk/admissions). The Local Authority common on-line application form must be completed by 15th January, 2025. The decision of the school's Admissions Committee will be notified to parents by the Local Authority. The closing date for Local Authority applications and the notification of the decision are in accordance with the Coordinated Admissions Scheme.

(2). Late applications will not be offered a place within the school if the infant class has thirty pupils, regardless of distance to the next nearest available school. Any application received after the closing date or after offer date will be treated as late applications and will be treated as a mid-term application and places will be allocated according to the school's admissions criteria and planned admission number (PAN) for that year.

If the School is undersubscribed, any parent that applies will be offered a place. If oversubscribed, it will rank applications in order against its published priority criteria below.

Priority criteria

Where there are more applications for St Peter's CE Primary School than there are places available and, the following criteria (in the order listed) will be used to allocate places:

1 st	Children who are in public care (looked after children LAC) or those who were previously looked after (PLAC), including those who appear (to the admissions authority) to have been in state care outside of England, but have ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship (see note i)
2 nd	Children who are resident in the catchment area of Market Bosworth, Carlton, Cadeby, Barton-in-the-Beans, Far Coton, Orton-on-the-Hill, Osbaston, Shenton, Sutton Cheney and Wellsborough with priority for admission given to those who live nearest to St. Peter's CE Primary School as the crow flies. The child's residence is taken to be the parental home. The catchment area map is attached as an appendix and is available on the school website. (see note ii)
3 rd	Children who have an older sibling attending the School at the time of application (older siblings include brothers, sisters, half-brothers or sisters, or any child who permanently resides at the parental home or for whom the parent has parental responsibility) with priority given to those who live nearest to St. Peter's CE Primary School as the crow flies. (see note iii)
4 th	Children who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the School. (Professional documentation confirming the situation must be submitted with the application).(see note iv)
5 th	Children living nearest the school measured in a straight line from home to the front gate of the School, using a computerised mapping system. Where there is an equal distance then lots will be drawn supervised by an independent officer. (see note v)

Notes:

- 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 arrangement order or special guardianship order). 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 [*State Care - 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.] (i.e. charity group that benefits society) but does not include private fostering whether in England or from outside of England. This is to include internationally adopted previously looked after children (IAPLAC). By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation, or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Where Governors are unsure about the validity of the application, advice will be sought from the Local Authority's "Virtual School Head"
- ii. For the purpose of processing a school application a single home address must be used. The child's place of residence is taken to be the parental home at which they normally reside. Where parents claim equal or dual residency they must prioritise one address over the other, or risk the

application not being processed. For children of UK service personnel (UK Armed Forces) and crown servants a unit postal address or quartering area address that has been formally declared by an official letter will be used as the home address prior to arrival into the UK.

- iii. The term “brother or sister” includes half brother or sister, step brother or sister or legally adopted child being regarded as the brother or sister living at the same home address.
- iv. 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 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).
- v. Where any priority due to distance is applied, it will be measured in a straight line or ‘as the crow flies’ from the point that the child’s home meets the public highway to the school’s main designated front pedestrian gate. This will be measured using a computerised mapping system called routefinder.

Request for Admission Outside Normal Age Group

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

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

- a) Parents should make the request to the Headteacher by 1st December of the year before the child turns 4. This will provide time for requests to be processed, and where a request is not agreed, for the family to have adequate time to make an application before the published closing date.
- b) Parents should submit to the Headteacher their reasons for wishing to defer applying for a school place. This should include written confirmation of agreement to the proposal from the Headteacher. On receiving the supporting evidence, and on the recommendation of the Headteacher, Leicestershire LA will write to the parent to agree that the application can be processed for the following year. However the letter will highlight the potential risks/impact of this deferral which include:
 - Whilst the school has agreed to the deferral, there is no guarantee that the child will be allocated a place at that School the following year.
 - Should it not be possible to allocate a place at the school the following year, the local authority will make every effort to allocate a Reception place, rather than a Year 1 place. However, it may not be possible to do this. Decisions on which year group a child is admitted to are taken by a school’s admission authority; this is not always the local authority and the admission authority of alternative schools may not be in agreement with the deferred entry.
 - Parents will also be made aware that deferring entry will have an impact on their child’s score should they sit the 11+ test. This is due to the age standardisation process.
 - Attention will be also drawn to the fact that when the child moves to a different school (eg primary to secondary, or to a different school due to a house move) that the admission authority of the new school will be responsible for deciding which year group the child will be placed in. This could result in the child being required to ‘skip’ a year.
- c) If the request is not agreed, the parent will receive a letter detailing the reasons why.
- d) A copy of the letter sent to the parent will be sent to the Head teacher.

- e) The parent may still change their mind regarding deferred entry by a whole school year, and submit an application in the normal way. If an application is received then the parent's previous request to defer until the following year would no longer apply. This will offer the following options to the parent:
- i) Their child starts school in the September following their 4th birthday;
 - ii) They can consider deferring the child's start date in Reception until later in the school year;
 - iii) They can discuss part-time arrangements with the allocated school, as detailed above.
- f) A parent who chooses to defer entry by a whole school year will need to apply for a school place in the admissions round for the following year in the normal way. Their application will then be considered in exactly the same way as all others submitted during that application year. If a parent who has applied by the closing date given by the Local Authority later changes their mind and wishes to defer their child's entry to Reception, they should discuss this and other options with the Head teacher. Requests to defer will not be agreed if the only reason is that a place has not been offered at one of the preferred schools.

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

Waiting Lists

During the normal admissions round it is always necessary to complete a Local Authority Common Application form to apply for a school place. Offers of places will be made by the Local Authority on the school's behalf. If the School has more applications for children due to start in 2025-26 a waiting list will be maintained. The position on the list will be determined by applying the published priority criteria and not by date of receipt. Each name added will require the list to be re-ranked. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant. Names will only be removed from the list if a written request is received, or if the offer of a place that becomes available is declined. The waiting list will shut down on 31 December 2025 in accordance with statutory requirements.

Children in receipt of an EHCP who name St Peter's CE Primary School in their plan, looked after children and previously looked after children as defined within this policy, children who are the subject of a direction by a local authority or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over any child on the waiting list.

All preferences are collated and prioritised in line with the priority criteria. Parents then receive an offer from the Local Authority at the highest preference school at which a place is available.

In year (mid-term) transfers (all year groups).

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

Right to Appeal

Wherever possible, parents' wishes will be met. If for any reason an application is refused, there may be a right of appeal to an independent panel. Full details may be obtained from

*The Diocesan Director of Education
The Leicester Diocesan Board of Education
St Martin's House
7 Peacock Lane*

Leicester
LE1 5PZ

Telephone: 0116 2615350
Email: DBEOffice@lecCofE.org

They will be happy to talk to you and support you through the process.

Withdrawing and offer of a place

St Peter's CE Primary School will withdraw an offer if:

- It is established that the offer was obtained through a fraudulent or intentionally misleading application.
- A parent has not responded within a reasonable amount of time to the offer of a place (32 calendar days). During this 32 day period the parent will be notified that the offer may be withdrawn and given the opportunity to respond and explain.
- It has been offered in error.

St Peter's CE Primary School will not withdraw a place once a child has started except where that place was fraudulently obtained.

Monitoring and review

This policy will be monitored by the governing body and reviewed annually, or earlier in light of any changed circumstances, either in our School or in the local area. The policy will always take due note of guidance provided by the Leicester Diocesan Board of Education or the Local Authority.

Notes

(1) Education (Infant Class Sizes) (England) Regulations 1998

(2) The Co-ordinated Admissions Scheme is available for inspection through Allocations, Leicestershire County Council, County Hall, Glenfield, Leicestershire, LE3 8RF

(3) A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

(4) Under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).

(5) Under the terms of the Children Act 1989. See Section 8 which defines a „residence order" as an order settling the arrangements to be made as to the person with whom the child is to live.

(6) See Section 14A of the Children Act 1989 which defines a „special guardianship order" as an order appointing one or more individuals to be a child's special guardian (or special guardians)".
