

**ADMISSION POLICY**

**2023/ 2024**

Thrussington is a Church of England Primary School Academy. (Hereinafter known as “School”). This means that the school governors are responsible for all admissions.

Thrussington Primary School recognises the right of parents to express a preference for the school they would like their child(ren) to attend.

This Admission Policy has been adopted by the Governing Body of Thrussington Church of England Primary School, Leicestershire and will operate during the school year which begins in September, 2023.

The Governing Body has agreed a published admission number of 15 pupils for each year group with the Local Authority. Our school is principally provided to serve the Church of England community of the parish of Thrussington.

Our designated catchment area does not prevent parents who live outside this area from expressing a preference for our school. In the event of insufficient places being available, places within a particular year group will be allocated in line with the criteria listed as 1-5 below. 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.

In our school, the Governing Body is the admissions authority. Our Governing Body is responsible for determining the admissions policy and for all decisions relating to admissions. The admissions process is administered by Leicestershire Local Authority on behalf of the school governors. 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 the distance of the nearest available school. Any application received after the closing date will be regarded as a mid-term application and places will be allocated according to the school’s admissions criteria and planned admission number for that year.

Parents should consult the Local Authority booklet, “Your Guide to Primary Education” which gives full details of the admissions process. This information may also be found online at: [www.leics.gov.uk/admissions](http://www.leics.gov.uk/admissions). Telephone: 0116 3056684

The School Admissions Code (2014) and the School Admissions Appeals Code (2012) can be found:

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

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

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practise. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

Parents have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

**How and when to apply**.

Applications must be made on the Leicestershire Local Authority Application Form which can be obtained from School Admissions, Room 144, Children and Young People’s Service, County Hall, Glenfield, Leicester LE3 8RF, telephone 0116 305 6684. Alternatively you can apply on line or the form can be downloaded from [www.leics.gov.uk/admissions](http://www.leics.gov.uk/admissions) the application should be returned to Leicestershire County Council by 15th January 2023 (national closing date) for admissions in the school year 2022/23. The offer date for first time admissions is 16th April 2023.

**Appeals.**

If your child is not allocated a place, you have a statutory right to appeal. You should do this by writing to the Clerk to the Appeals Panel, St Martin’s House, 7 Peacock Lane, Leicester LE1 5PZ. Telephone 0116 261 5350. If at all possible, appeals should be submitted by email: DBEOffice@leccofe.org

**Fraudulent Information.**

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

**Pupils are admitted to the school as follows:**

Children are admitted in the September of the academic year in which they will be five years of age.

Children who have an Education, Health and Care Plan naming the school will be admitted. This will reduce the number of places available. See “Your Guide to Primary Education” for further details about special needs provision.

Where the school has more applications than places, Governors will offer places according to the following criteria in the order listed:

1. Children who are in public care (looked after children) or those who were previously looked after, including those who appear (to the admissions authority) to have been in state care outside England, but have ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order. By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Where Governors are unsure about the validity of the application advice will be sought from the Local Authority’s “Virtual School Head”

2. Pupils who have a serious medical condition or exceptional social or domestic needs. (Professional documentation accompanying the application will be required). Examples of exceptional needs include (this list is not exhaustive and, in each case, will be considered on its individual merits):

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

3. Children of parents living in the parish of Thrussington. Children who live with different parents at different addresses during the week should be living in the catchment area for more than 50% of the time.

4. Children of parents who already have a son or daughter attending the school, including step-siblings, half-siblings and adopted or fostered siblings living at the same address of the child at the time of admission.

5. All other children who apply

**Tie-breaker**

In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place. If there is no other way of separating the applications and if to admit both or all of the children would cause the legal limit to be exceeded, then the child (or children) who will be offered the place(s) will be randomly selected by drawing lots that will be observed by an independent witness who is not a Governor or employee of the school.

**Waiting Lists**

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

If the school is over subscribed for the children due to start in 2023 – 2024, a waiting list will be maintained. The position on the list will be determined by applying the published over-subscription 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 be closed down on 31st. December, 2024, in accordance with statutory requirements. Looked after children and previously looked after children as defined within this policy, children who are the subject of a direction by a local authority or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over any child on the waiting list.

**Multiple Births**

In the unusual event of there being one space available within the infant class size limit, children of multiple births are permitted exceptions to the class size limit in these circumstances.

**Infant Class Size Limits, Multiple Birth Children and Permitted Exceptions (Primary and Secondary)**

In compliance with the relevant regulations, an infant child (i.e. up to and including Year 2) who moves into a school’s area once initial allocation decisions have been made, will not necessarily be offered a place in the school if the relevant class will already contain 30 children or if an alternative school with space available in the relevant year group within 2 miles of the home address is identified. If there are no places available in nearby schools, the child will be an excepted pupil in the catchment school, allowing the class to exceed 30 pupils.

**Admission of children below compulsory school age and deferred entry**

Upon notification of a school place being offered, a child is entitled to a full-time place in the September following their fourth birthday. Parents can request that the date the child is admitted to the school is 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 the original application was made. To defer a place at first time admission, parents are asked to inform the school where the child has been allocated school place. If a child does not attend school by the beginning of the final term of the school year for which the original application was made, parents are required to make a new application.

**Admission of children outside their normal age group**

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. Parents of a summer-born child, that is, those children born from 1st April to 31st August, may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group, for example, to Reception rather than Year 1. To request a delayed entry parents are required to make an application for their child’s admission to their normal age group at the usual time in accordance with this policy and at the same time to submit a request for admission out of the normal age group. Further information about the process will be provided to parents upon their request for admission outside of normal age group or by contacting the school. Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will take into account parents’ views, information about the child’s academic, social and emotional development, where relevant their medical history and any views of a medical professional, whether they have previously been educated outside of their normal age group and 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 must be taken in to account. Decisions made by the Admissions Authority will be clearly set out. When informing a parent of the decision on which year group the child should be admitted to, the reason(s) will be given. Where the Admissions Authority agrees to the parent’s request for their child to be admitted to a year out of their normal age group, it will be necessary for the parent(s)to apply again for a place at the appropriate time, and as a consequence the child will be admitted to a relevant age group (the age group to which pupils are normally admitted to the school). The Local Authority will process the application as part of the main admissions round unless the parental request is made too late for this to be possible and on the basis of determined admission arrangements only including the priority criteria when this applies. One Admissions Authority cannot be required to honour a decision made by another. Upon transfer, it will be a matter for that Admissions Authority. Decisions will be made by the Admissions Authority regarding the parental request for admission out of normal age group in time for parents to make an informed decision about whether their child will start school before compulsory school age. An application will not be given a lower priority on the basis that the child is being admitted out of their normal age group. Parents' statutory right to appeal against or refusal of a place at a school for which they have applied does not apply if they are offered a place at the school, but it is not their preferred age group. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Notes:*

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

*2. The Coordinated Admissions Scheme is available for inspection through Allocations, Leicestershire County Council, County Hall, Glenfield, Leicester. 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.*