ADMISSIONS POLICY FOR ACADEMIC YEAR 2027 - 2028

The David Ross Education Trust is the Admission Authority for this academy.

This policy was determined by the Trust Board on 12 February 2026.

1. Applying for a place at the academy in the normal admissions round

Admissions arrangements will be in line with the existing Schools Admissions Code , the Schools Admissions Appeals Code and the Admissions Law as it applies to maintained schools and academies.

The normal admissions round is the period during which parents/carers can apply for state-funded school places at the academy's normal point of entry which is **Reception.**

Parents/Carers of children living in Leicestershire should complete Leicestershire County Council's (local authority) Common Application Form (CAF)1 and submit this directly to the local authority by the deadline, **15 January 2027.** https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/apply-for-a-primary-school-place.

Telephone for a paper copy application form: 0116 305 6684.

Parents/carers of children who do not live in Leicestershire should use the application form provided by their home local authority, regardless of which local authority their preferred schools are in.

All parents/carers who submit an on-time application (i.e. by midnight on 15 January) will receive an offer of a school place directly from their local authority on National Offer Day (16 April or the next working day). The academy will not contact parents/carer about the outcome of their application until the offer from the local authority has been sent.

Late applications and requests for changes to list of preferences will be dealt with as follows:

Late applications received after 15th January but by 31st January will be processed once all on time applications have been processed and we will aim to issue a decision on National Offer date.

Late applications received post 31st January: These will be processed post offer date.

2. Number of Places (Published Admissions Number or PAN)

The academy has a PAN of **26** for admission to Reception.

Places will first be allocated to children who have an Education, Health and Care (EHC) Plan that names the academy as appropriate provision.

If less applications are received than the number of places available, all children will be offered a place.

3. Oversubscription Criteria

When there are more applications for places than there are places available and after the admission of children with an Education, Health and Care Plan (EHCP) naming the school, priority will be given in the following order:

1) Looked after children and all previously looked after children, including those children who

appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. See definitions a) and b).

2) Children with a sibling on roll at the time of application. See definition c)

3) The distance from the child's permanent home address to the school. Priority will be given to the child living nearest the academy. See definition d) relating to home address.

   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 academy's main designated front gate, using a computerised geo-coded mapping system. Where there is equal distance then lots will be drawn. This process will be supervised by someone independent of the academy and Trust.

4) Other children.

4. Allocation to PAN

If there are more applications than places available we will apply the oversubscription criteria listed. The oversubscription criterion are listed in the order we apply them. If it is necessary to distinguish between more than one applicant in any criteria, the next criteria will be applied until the tie-breaker is used.

5. Tie-breaker

If two or more applications cannot otherwise be separated and there is only one place available, random allocation will be used to determine who should be allocated the place. This process will be supervised by someone independent of the academy and Trust.

6. Waiting List

Following an unsuccessful application, the child's name will be placed on the waiting list.

Waiting lists are held for Reception by the local authority and each added child will require the list to be ranked again in line with the academy's published oversubscription criteria. Priority will not be given to children based on the date their application was received, or their name was added to the list, ie waiting lists do not discriminate between on time or late applications, all will be ranked equally using the academy's oversubscription criteria.

Waiting lists will be held until 31 December. A new application will be required for a new academic year.

7. Children below compulsory school age

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Where children below compulsory school age are offered a place at a school:

1) that child will be entitled to a full-time place in the September following their fourth birthday.

2) Parents/carers can defer the date their child is admitted to the school 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 offer was made.

3) Where parents/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Please discuss any of the above with academy once a place has been offered.

8. Requests for admission outside the 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. In addition, the parents of a summer born child (those born between 1 April and 31 August) may choose 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.

i. Requests for admission to Reception outside the normal age group (summer born children)

Parents/carers of summer born children who do not reach compulsory school age until a full year after they would normally start school, may wish to delay their child's start to school until the September following the child's 5th birthday.

If parents wish to delay their summer born child's start at school until the September after their 5th birthday, the expectation is that they will join their normal age group as they move from Reception to Year 1. Parents should make an in-year application in the summer term for a Year 1 place in September.

If parents do not want their child to miss their Reception year, they may instead request that their child be admitted out of their normal age group, i.e. into Reception instead of Year 1. Please note, this is a 'request' and parents do not have the right to insist that their child is admitted to a particular age group. The Trust's Admissions Committee is responsible for making the decision about which year group a child should be admitted to.

Parents/carers are advised to still make their application for a Reception place for their child's normal year of entry. If it is agreed that an application for Reception out of the normal age group will be accepted, this application for their normal age group can be withdrawn.

In addition to the above, parents/carers wishing to seek a place for their child out of the normal age group for Reception at should make a formal request in writing (email is sufficient) directly to the academy giving some information about their child and explaining why they believe it would be in their best interests to be educated out of their normal age group and not miss Reception. Parents can provide any additional evidence to support their request as this information will help the Trust's Admissions Committee to make their decision.

The request will be passed to the Trust's Admissions Committee who will then consider the request and decide on the best year group for the child to start school in, on the basis of the circumstances of the case and in the best interests of the child concerned. The Trust's Admissions Committee will then respond to parents/carers in writing, letting them know the reasons for their decision about the year group the child should be admitted to.

If it has been decided that the child should start school in Reception out of the normal age group, the parent/carer will then need to make an application for a place in Reception in the normal admissions round in the following academic year.

ii. General requests for admission outside the normal age group

Parents/carers wishing to seek a place for their child out of their normal age group at the academy for any other year group than reception, or for reception after the start of the new school year in September, must put their request in writing to the academy in the first instance, giving some information about their child and explaining why they would like to apply for a place out of the normal age group. Parents/carers should also indicate in their request whether the child has been educated out of their normal age group at the current/previous school.

The academy will pass the request to the Trust's Admissions Committee who will then consider the request and make a decision on the appropriate year group for the child on the basis of the circumstances of each case and in the best interests of the child concerned.

The Trust's Admissions Committee will then respond to parents/carers in writing, letting them know the reasons for their decision about the year group the child should be admitted to. Once the year group has been agreed, an application for that year group can be processed.

Parents/carers do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

9. Late Applications

Late applications received after 15th January but by 31st January will be processed once all on time applications have been processed and we will aim to issue a decision on National Offer date.

Late applications received post 31st January: These will be processed post offer date.

10. In-Year Admissions (applications outside of the normal admission round)

An in-year admission refers to an application for an academy place made during the school year or an application for admission to the academy made at the start of the school year for any year group other than the normal year of entry.

The local authority co-ordinates the academy's in-year admissions, and any application for an in-year admission will need to be made through the local authority. In-year admissions forms can be obtained from the local authority at https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/apply-to-move-school

In the event that this would cause an infant class to be unlawfully large or would cause prejudice to the provision of efficient education or the efficient use of resources it may be necessary to refuse a place although the year group has not reached the academy's published admission number.

Where there are more applications than available places in the year group, the academy will prioritise applications by using the oversubscription criteria referenced in section 3 of this policy.

11. Multiple Births and Brothers and Sisters in the Same Year Group

If twins or multiple birth children are split by operation of the oversubscription criteria, the academy will go above its published admission number to accommodate those children unless this would make the class too large and prejudice the education of the other children. Multiple birth children are 'excepted pupils' to infant class limits if allocated in this way.

If brothers and sisters in the same year group are split by operation of the oversubscription criteria, the school will go above its published admission number to accommodate those children unless this would make the class too large and prejudice the education of the other children or when this would breach infant class size limits.

12. Children of UK service personnel (UK Armed Forces) and returning crown servants

For families of UK service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the admissions team will:

- Process an application in advance of the family arriving in the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address, intended address or quartering area address to use when considering the application against the academy's oversubscription criteria.
- Accept a Unit postal address or quartering area address for admissions purposes for a service child where the parent requests this
- The academy will not refuse a service child a place solely because the family does not have an intended address or does not yet live in the area.

Evidence of an intended address will be required such as tenancy agreement, or mortgage statement. Please contact the academy for more details.

For late co-ordinated applications and midyear applications supported by the appropriate military documentation, the academy will aim to remove any disadvantage to UK service personnel (UK Armed Forces). The academy will consider whether:

- An application from that address would normally succeed in an oversubscribed year
- There is any child on the reserve list with higher priority under the oversubscription criteria

- The prejudice from admitting an extra child would be excessive.

The admissions committee has discretion to admit above the admission number in these circumstances if they wish but are not obliged to do so. If a place is refused, the parent/carer will be informed of their right of appeal.

13. Unsuccessful Applications (Appeals)

If a parent/carer's application for a place at the school is unsuccessful, they will be informed why admission was refused and have the right of appeal against the decision not to offer their child a place at the academy.

Parents/carers should submit their appeal in writing, giving their reasons for appeal, via the online appeal form on the local authority's website: https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/appeal-a-school-place-and-check-waiting-lists-online

Deadlines for appeals from the normal admissions round will be published by the local authority by 28 February in line with the timescales outlined in the School Admission Appeals Code (2022). Appeals submitted after this deadline will still be heard, but there is no guarantee they will be heard before the start of the new term in September.

For appeals against decisions not to offer a place at a academy resulting from an in-year application, the appeal must be submitted before the end of the academic year for which the application was submitted.

14. Fraudulent or Misleading Applications

The Trust reserves the right to check any address and other information provided so the oversubscription criteria can be applied accurately and fairly. As an admission authority the Trust has the right to investigate any concerns about an application and to withdraw the offer of a place if it is considered that there is evidence that a fraudulent claim has been made or misleading information has been provided, for example if a false address was given which denied a place to a child with a stronger claim.

15. Fair Access Protocol

Local authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. Students allocated under Fair Access Protocols will take precedence over those on a waiting list. The academy will participate in the local authority's the fair access protocol.

16. Definitions

a) **Looked after children:** A 'looked after child' is a child who, at the time of making an application to a school, is:

   i. In the care of a local authority, or
   ii. being provided with accommodation by a local authority in exercise of its social services functions (see the definition in Section 22(1) of the Children Act 1989).

b) **Previously looked after children:** Previously looked after children are children who were looked after, but ceased to be so because they:

   i. were adopted under the Adoption Act 1976 (see Section 12 adoption orders) or the Adoption and Children Act 2002 (see Section 46 adoption orders), or
   ii. became subject to a child arrangements order (as defined in Section 8 of the Children Act 1989 and as amended by Section 12 of the Children and Families Act 2014), or
   iii. became subject to a special guardianship order (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).

Previously looked after children includes 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.

c) **Siblings:** A sibling is defined as a child's brother or sister. A sibling must be living at the same permanent address and as part of the same family unit (one or two parents plus children) to qualify under this criterion. For School Admissions purposes, the term sibling includes:

1) half-brothers and half-sisters
2) step-brothers and step-sisters
3) adopted children
4) children in foster care
5) children living in the same family unit, even if they are not biological brothers and sisters – for example when the parents are not married or in a civil relationship.

d) **Home Address:** When we refer to a child's home address, we mean the address at which the child normally resides with their parent/carer at the time of application.

When parents live separately and the child spends time with each parent, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive). If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address.