



Bottesford CE Primary School

Admissions Policy

'Aspiring and Achieving All Together'

Company No: 8259654 Registered Office: Silverwood Road, Bottesford, Nottingham. NG13 0BS

Approved on:	09.01.2023	Next review due:	09.01.2025
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This policy was reviewed and approved on 9th January 2023 by the Board of Trustees.

It will be reviewed in 2025.

A handwritten signature in black ink, appearing to read 'K Allen', written in a cursive style.

Signed by Chair of the Trust Board (Mrs K. Allen)

A handwritten signature in black ink, appearing to read 'E Barker', written in a cursive style.

Signed by Headteacher (Mrs E. Barker)

Admissions arrangements for the academic year 2024/2025.

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1. Principles

1.1 Our Admissions policy:

- Offers clarity regarding legal requirements and statutory guidance
- Identifies the type of provision and associated requirements
- Seeks to encourage partnership and avoid conflict at a local and an authority level
- Maintains parental rights and eases the process of admission for parents and children
- Aims for one consistent first-time admissions date to mainstream education
- Ensures that extension of provision is a long-term commitment
- Confirms that funding must not be used for groups of pupils outside our designated age-range.

1.2 Children's entitlements are as follows:

- Entitlement to a place in a preferred school if there is room
- Entitlement to be considered according to the same priority criteria as other children where the preferred school is oversubscribed

2. Legal position & other requirements: summary

2.1 The Board is the 'admissions authority' and must consult as required and publish their admissions policy. There is a minimum six-week consultation period each year between 1 October and 31 January. Parents and local groups with an interest in the local area must be consulted. Consultation need only take place every seven years unless arrangements have changed since the previous consultation.

2.2 The Leicestershire Local Authority Schools Admissions Service (LSAS) on behalf of the Board coordinates admissions for all residents in its area. To this purpose it must have an approved scheme for coordination.

2.3 The Local Authority has a duty to provide school places for all pupils resident in its area and to consider parents' preferences when allocating school places.

- 2.4 Parents have a right to express a preference for a school place, including where the child has an EHCP (Education, Health and Care Plan).
- 2.5 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.
- 2.6 Compulsory school age is from the term immediately following a child's 5th birthday, this means:
- A child turning 5 in the autumn term must start school no later than from the start of the following spring term
 - A child turning 5 in the spring term must start school no later than from the start of the following summer term
 - A child turning 5 in the summer term must start school no later than the following autumn term (paragraph 3.8 applies for summer born children)
- 2.7 Bottesford CE Primary School has an Admission Number (AN) for each of its year groups¹. If this number needs to be altered, in some cases statutory notices must be published to allow interested parties to make representations.
- 2.8 We cannot argue that a child should not be admitted unless the admission would prejudice the efficient use of resources or efficient education: this normally means that the AN must have been reached.
- 2.9 The Local Authority must allocate spare places in all schools including Bottesford CE Primary School according to objective and published priority criteria. The 'Greenwich Judgement' means that children from other authorities must be treated in the same way as Leicestershire children. The 'Rotherham Judgement' disallows priority being given to parents who do not express a preference over those who do.
- 2.10 Parents whose preferences are refused have a right to appeal to the LSAS, to an Independent Appeals Panel whose decision is binding, except for children with statements whose parents can appeal to the Special Educational Needs Tribunal. Pupils admitted following appeal will have their admission confirmed by the Local Authority (this is because the Admitting Authority has been directed, in effect, to admit the pupil in these

¹ Note: The school's Admission Number (AN) is 45 pupils per year group.

circumstances).

Information about how to appeal, including timescales, can be found on the Local Authority website

Leicestershire County Council

<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/appeal-a-school-place-and-check-waiting-lists-online>

- 2.11 There are differing premises requirements for children of different ages: these are laid out in the relevant regulations.
- 2.12 There are no required staffing ratios for junior and secondary age children in education law. Headteacher and teacher associations may issue guidelines on staffing levels. For young four-year-olds, e.g. in 4+ units and nursery, the Local Authority requires a ratio of 1:15. Legislation and regulation on infant class sizes requires an upper limit of 30 children per qualified teacher for infant classes, with specified exceptions.
- 2.13 Department for Education guidance on admissions and appeals is contained in two Codes of Practice².

3. First time admissions to Bottesford CE Primary School (thereafter ‘School’)

- 3.1 This section refers to first-time admissions (4+ entries) to Bottesford CE Primary School.
- 3.2 Parents must apply to their home Local Authority for a school place. For Leicestershire residents, the best way to apply is by applying online through Leicestershire County Council’s website
<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions>
- 3.3 All requests received by the relevant closing date of 15th January will be considered first and in accordance with the approved priority criteria. All late applications receive the lowest priority.
- 3.4 The Local Authority that you live in will confirm places from the national offer

² <https://www.gov.uk/government/publications/school-admissions-code--2> and <https://www.gov.uk/government/publications/school-admissions-appeals-code>

date of 16 April or next working day. No child should be admitted without an offer from the Local Authority you live in.

- 3.5 For those pupils who do not live in Leicestershire, the LSAS will inform the relevant Local Authority who will in turn inform the parents of Leicestershire's decision.
- 3.6 Places will normally be allocated up to the AN, with careful consideration being given to the relationship between admission limits and infant class sizes requirements.
- 3.7 In common with all infant and primary schools, the date of admission to Bottesford CE Primary School is from the September immediately following a child's fourth birthday i.e. all children who have turned 4 before the end 31 August.
- 3.8 Children will not be permitted to attend before these times, except for invited pre-admission visits. Parents will be informed that an invitation to attend a pre-admission visit does not guarantee admission to the school. Such visits will only take place in the term before the child is admitted to school and will not exceed more than two half days per week.

4. Infant class size limits, multiple birth children and permitted exceptions

- 4.1 There is a requirement to limit infant class sizes to 30 children for each teacher. This applies to reception, Year 1 and Year 2 classes i.e. children aged 4 to 7 for the most part. The National Regulations on infant class sizes allow very few exceptions (see 4.5).
- 4.2 In compliance with the relevant regulations, an infant child (i.e. up to and including Year 2) who moves into our catchment 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. If the local authority is unable to offer a place at an alternative school within a 'reasonable distance' (see 4.3) then the child will be an excepted pupil, allowing the class to exceed 30 pupils.
- 4.3 For the purposes of admissions to infant classes after initial offer decisions have been made, the Local Authority's definition of a 'reasonable distance' is

two miles or less from the home to the school in question, (all distances to be measured by the shortest walking route using an electronic mapping tool - MapInfo). A route is available if it is a route along which a child, accompanied as necessary, can walk with reasonable safety to school. If there are no places at an alternative school within two miles, with a walking route which is available for children of infant age, then the school will provide a place.

4.4 This section does not apply to late applicants, who may not be offered places if the infant class is at 30, regardless of distance to the next nearest available school. (The school's AN would also need to be taken into account in these circumstances.)

4.5 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. In addition, all the following are also considered as exception to the class size limits:

- Those children who are in the care of a Local Authority (including previously in care)
- Children with an EHCP (Education, Health and Care Plan)
- Where there is no other available school within a reasonable distance from the home address (where reasonable distance is two miles)
- If a recognised error was made during the implementation of the school admission arrangements
- Those admitted by an independent appeal panel
- Children of service personnel e.g. Forces

Permitted class size exceptions will remain exceptions for the duration of key stage one. In addition, we will no longer have to take qualifying measures in such circumstances.

5. Deferring first-time and part-time admission

5.1 When a child's parents are notified of the allocation of a primary school place, they can defer the child's admission. The Board will agree to deferment to later in the school year or until the child reaches compulsory school age in that year. Parents can also seek part-time attendance until the child reaches compulsory school age. The parent would not however be able to defer entry

beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. The place at the school will be held open for the child and not made available to another child.

5.2 Requests for delayed entry to reception for summer born children

If you wish to request delayed entry to Reception for your child, you should make an application in the normal way through the LSAS³ and include in writing your request for delayed entry to Reception. As Bottesford CE Primary School is an academy and therefore, its own admissions authority, the LSAS will refer all requests for delayed entry to school for a decision. Such requests will be considered by the school's admissions committee in line with the revised School Admissions Code 2021⁴, the Department for Education's Advice on the Admission of Summer Born Children and Leicestershire Local Authority's Admissions Guidance. You should outline the reasons for your request and provide any supporting information you have which could include:

- Your child's academic, personal, social and emotional development;
- Where relevant, your child's medical history and the views of a medical professional;
- Whether your child has previously been educated out of their normal age group;
- Whether your child was born prematurely.

If the school agrees that delayed entry to Reception is in your child's best interests, you will need to reapply through the LSAS for a reception place in January 2021. The application will then be considered by the Board. The Board in consultation with the LSAS may withdraw the offer of the place if it is not taken up after deferment and offer the place to another child according to our priority criteria. Such withdrawals of offers will only be made when the AN for the school has been reached and there are additional children seeking places. Where an offer of a place is withdrawn in this way, the child will not be

³ <https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/apply-for-a-primary-school-place>

⁴ <https://www.gov.uk/government/publications/school-admissions-code--2>

entitled to free transport to a more distant school.

5.3 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 their child is gifted and talented or has experienced problems such as ill health, effectively in the year group below or above their chronological age group.

Such requests will involve the Headteacher completing an educational assessment to determine whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their chronological age group. Any admission outside normal age group will be subject to application for that year using the same criteria as above. The school cannot guarantee that, although a child may be offered a place in their normal year of entry, this place will be available in another year of entry as this application will be subject to the application of the admissions priority criteria.

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

6.1 All mid-term transfer requests will be co-ordinated through the LSAS for approval before admission takes place.

6.2 Before applying parents are encouraged to arrange to visit Bottesford CE Primary School and any other schools they wish to apply for after which the parent should complete the Local Authority's online Common Application Form. For Leicestershire residents this may be found at:

<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions>

6.3 (paper forms are available on request).

6.4 The aim wherever possible is to always process mid-term applications within ten working days (five days if child is indicated as 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.)

6.5 Where the mid-term application is made through the LSAS the decision letter

will either offer the place or refuse the place because the school is full. A refusal letter will also explain to the parent their right to appeal, and how they should do this.

7. Parental preferences & criteria used for prioritising admissions to schools

7.1 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, we 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. Requests are prioritised according to the admissions criteria below. Late applications receive the lowest priority, i.e. they are only considered after all other applications which were received on time, unless there is a significant reason for lateness.

7.2 *Priority criteria for entry Autumn 2024 admissions and mid-term applications during 2024 / 2025 academic year*

If there are too many requests, priority will be given to children, whose parents applied on time, in the following order: -

1st 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.

looked after children (*see note i*)

2nd Children living within the parish boundaries of Bottesford, Muston, Normanton, Easthorpe and Belvoir. (*see note ii and appendix 1.*)

3rd Siblings of children in this school; this includes brothers and sisters, half-brothers and sisters or legally adopted children and foster children regarded as brothers and sisters who attend the school on the date of admission.

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 iii*)

5th Children of an academy employee who has been employed at the academy for two or more years at the time of application.

6th Pupils living nearest to the school measured in a straight line distance (home to school) (*See note iv*)

7.3 Notes

Combinations of the above criteria are used where appropriate, in priority order.

- i. 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 the Board of Trustees are unsure about the validity of the application advice will be sought from the Local Authority's "Virtual School Head".
- ii. The child's place of residence is taken to be the parental home and they must reside there for at least 50% of the time. Living in the catchment area (see catchment map – appendix 1) does not guarantee you a place.
- iii. 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 Local Authority
 - 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)
 - A child for whom transfer to the catchment area school would involve attending a different school until he/she is the right age for transfer. (This is dependent on the child having attended the present school for at least

a year.)

Each case will be assessed on its individual merits.

- iv. For criterion 6 above, measurement of distance is in a straight line from the centre point of the property to the school's main designated front gate, using a computerised mapping system (Routefinder).

7.4 Tiebreak

In instances where more than one child has an equal weighting in accordance with our priority criteria and cannot be separated on distance, as described in note v. above, then lots will be drawn, supervised by an independent officer.

8. Waiting list

- 8.1 If the school is oversubscribed during the normal admission round for Reception, the school will maintain a waiting list⁵. A child's position on this waiting list will be determined by the application of the school's published oversubscription criteria. Waiting lists will be maintained from the date of refusal of a place until the end of the calendar year. Inclusion on the waiting list does not mean that a place will eventually become available.
- 8.2 Should the number of pupils in the Reception year group fall below the admission number, and where it will not result in a breach of the infant class size legislation, the person whose name appears at the top of the waiting list will be offered a place.
- 8.3 Parents are welcome to ask what position their child currently holds on the list. However, the school may continue to receive applications for admission throughout the year, and each added child will require the list to be ranked again in line with the published oversubscription criteria. Parents need to be aware that their position on the list may rise or fall from time to time. Priority will not be given to children based on the date of their application or the date they were added to the list.
- 8.4 Looked after children, previously looked after children, and those who are allocated a place at the school in accordance with a Fair Access Protocol, will take precedence over those children on the waiting list.

⁵ LSAS maintain the waiting list on behalf of the Board

9. Service support details

- 9.1 The LSAS supports and manages our admissions process. If you wish to discuss your application, then their customer service agents will be more than happy to speak with you and may be contacted on 0116 305 6684 or via the website link <https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions>

Appendix 1 – Catchment map

