



**Leighfield**  
Primary School

Learning for Life

## **Admissions Policy 2018-19**

# **Admissions Policy Academic Year 2018-19**

The admission of a child to Leighfield Primary School is carried out in accordance with The School Admissions Code, obtainable from the Department for Education website. As Leighfield School is an Academy the admission authority is the governing body.

## **Admission to Leighfield School**

We serve a catchment area namely the villages of Belton in Rutland, Bisbrooke, Glaston, Lyddington, Seaton, Stoke Dry, Thorpe by Water, Wardley and the town of Uppingham.

Our planned admission number for children being admitted into the Reception class for the first time is 30 children.

Leighfield provides a 4+ entry into school at the beginning of each academic year for those children whose 5th birthday falls between 1 September 2017 and 31 August 2018. Parents may request to defer their child's entry until later in the same school year or until the child reaches compulsory school age in that year. Parents can request that their child attends part-time until the child reaches compulsory school age.

Application forms must be obtained from your home Local Authority and returned to your home Local Authority. Online applications can also be made using your home Local Authority website. Details of how to accept an offer will be provided by your home Local Authority.

Late applications will be accepted but will be deemed late and therefore considered after those received by the closing date.

Children with a Statement of Special Needs or an Education Health Care Plan where the local authority has identified Leighfield as the most suitable school for the child must be admitted.

### **Over subscription criteria (Priority Order)**

- 1 Looked After Children (in the care of the Local Authority) and previously looked after children. (Previously looked after children are children who were looked after, but ceased to be so because they were adopted, or became subject to a residence order or special guardianship order).  
Over subscription criteria (Priority Order)
- 2 The governors will consider applications from parents of children on social or medical grounds, where professionals have clearly identified that the school will best meet the needs of the child.  
*(These applications must be accompanied by documentary evidence from appropriate professionals within Health or Social Services. The documentation must give evidence of the child's needs. It must explain why Leighfield School is the most suitable school for the child and the difficulties that would be caused if the child had to attend another school).*
- 3 Children whose place of residence is within our catchment area.
- 4 Children who have a sibling attending Leighfield at the time of admission.  
An older sibling must be in the school at the time of the proposed admission of the younger sibling to the school (see sibling definition below).
- 5 Children of members of staff who have worked for the school for at least two years or where not admitting the child would lead to recruitment & retention difficulties.
- 6 Children who reside outside the catchment area, with no siblings at Leighfield.

Under each of the above mentioned criteria priority will be given to the children who live nearest to the school. Distance is determined by the shortest distance by road from the centre point of the child's home address (including flats) to the centre point of the school.

### **Waiting List**

Governors will admit up to the PAN using the oversubscription criteria listed above. Any child applying for a place in reception not offered a place will be placed on a waiting list. This waiting list, in criterion order, will be maintained until 31<sup>st</sup> December following the September admissions. Applications received after the closing date will be added to the waiting list in the order of the criteria listed above. At the end of term 2 all parent(s)/legal guardian(s) whose child is on the waiting list will be contacted and those who wish to remain on the waiting list will be retained. Should it be necessary waiting lists will be maintained for other year groups and will be operated in the same way as for reception admissions.

Where parents apply for a school place for admission other than for reception they will be offered a place provided places are available. The Governing Body will admit up to 30 pupils in each year group in Key Stage 1 and 32 pupils in each year group in Key Stage 2 (PAN).

### **Residency Definition**

The child's place of residence is the address of the parent or legal guardian with whom the child spends the majority of the time during the school week. In the very rare event where a child spends **equal time** at two parental/legal guardian addresses during the week the distance will be measured from the address nearest to the school. The School reserves the right to seek proof of the child's residence at any time during the admissions process and reserves the right to withdraw the offer of a place if it becomes apparent false information has been provided and it was on the basis of this false information the offer of a place was made.

The Admission Authority will only allocate places in advance of a family moving into the area where suitable confirmation of residence, such as proof of completion of contracts for house purchase or a letting agreement, has been received.

### **Infant Class Size**

Infant classes (ie, those where the majority of children will reach the age of 5, 6, or 7 during the school year) must not contain more than 30 pupils with a single school teacher. The admission authority must, therefore refuse admission to the school if admission of an additional child to an infant class would result in the class being in breach of infant class size legislation and result in the school having to take 'qualifying measures, eg, employ another teacher.

The infant class size legislation makes allowance for the entry of an additional child in very limited circumstances. These pupils will remain an 'excepted pupil' for the time they are in an infant class or until the numbers fall back to the current infant class size limit. The 'excepted children' are:

- i. children with statements of special educational needs who are admitted to the school outside the normal admissions round;
- ii. looked after children and previously looked after children admitted outside the normal admissions round;
- iii. children admitted, after initial allocation of places on the offer date, because of a procedural error made by the admission authority or local authority in the original application process;
- iv. children admitted after an independent appeals panel upholds an appeal;

- v. children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- vi. Children of UK service personnel admitted outside the normal admissions round;
- vii. Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil

### **Children of UK Service Personnel**

Whilst the Admission Authority is unable, according to the School Admission Code, to reserve places for blocks of service children or to refuse a place to such a child because the family do not currently live in the LA area, it may accept applications from parents moving into the area some months in advance and allocate places on this basis although proof of the move is normally requested. This proof is usually in the form of written confirmation of an impending address.

### **Children who have been permanently excluded twice**

The admission authority complies with the relevant law and will act in accordance with the code.

### **Children with challenging behaviour**

The admission authority complies with the relevant law and will act in accordance with the code.

### **Anti discrimination**

The admission authority complies with the relevant law as well as acting in accordance with the code.

### **Admission Appeal**

Parents can appeal against a decision to refuse admission. An independent panel will be established in accordance with the appeals regulation in the School Admission Appeals Code obtainable from RCC website or DFE website.

**Updated February 2017**

**Definition of siblings**

*The definition of a brother or sister (sometimes referred to as a sibling):*

- *a brother or sister sharing the same parents*
- *a half brother or half sister where 2 children share one common parent*
- *a step-brother or step sister, where two children are related by a parent's marriage/partnership*
- *adopted children*
- *foster siblings*

*In the case of same age siblings, where there is a place available for one sibling but not the other(s), the school will be authorised to exceed its Planned Admission Number to allow admission of the subsequent child, (see section re: infant class sizes). (The above paragraph refers to twins but would also apply to triplets, children from other multiple births or siblings in the same age cohort.*

## **Consultation on Leighfield Admission Arrangements for September 2018**

In line with the Department for Children, Schools and Families School Admission Code, Leighfield Academy is now consulting on its admission arrangements for September 2018.

In summary, there is one change to the admissions arrangements

- **We serve a catchment area namely the villages of Belton in Rutland, Bisbrooke, Glaston, Lyddington, Seaton, Stoke Dry, Thorpe by Water, Wardley and the town of Uppingham.**

Bisbrooke has been added to the list of villages in catchment and “the southern half of Uppingham itself” has been replaced with “the town of Uppingham”

The consultation period will run for six weeks starting on 2<sup>nd</sup> December 2016 and ending on 13<sup>th</sup> January 2017.

Please feel free to respond to this proposal in writing to [callison@leighfield.rutland.sch.uk](mailto:callison@leighfield.rutland.sch.uk) or to Mrs C. Allison, Leighfield Academy, Newtown Road, Uppingham, Rutland, LE15 9TS.

