

The Rutland Learning Trust

Providing outstanding education for all pupils – today and tomorrow!

First class education and care that allows every child to achieve their potential, regardless of location, prior attainment or back ground.

By.....

Working Together

Sustaining Excellence

Transforming Learning

Admissions Policy 2023



**Cottesmore Academy
Empingham CE Primary School
Exton and Greetham CE Primary School
Glaphorn CE Primary School
Great Casterton CE Primary School
Ketton CE Primary School
Langham CE Primary School
Polebrook CE Primary School
St Nicholas CE Primary School
Uppingham CE Primary School
Whissendine CE Primary School**

Contents

1.1	Rutland Learning Trust Policy Overview	3
1.2	Aims and Objectives	4
1.3	Local Authority Obligations	4
1.4	The Application Process	5
1.5	School Transport	5
1.6	Starting School	5
1.7	Changing School (in year admission)	5
1.8	How does the process work?	6
1.9	What is the Planned Admission Number?	6
1.10	Fair Access Protocols	7
1.11	Children with Special Educational Needs and Disabilities	8
1.12	Withdrawing Offers	8
1.13	Late Applications	8
1.14	Waiting Lists	9
1.15	Multiple Births	10
1.16	Infant Class Size limits, Multiple Birth Children and Permitted Exceptions	10
1.17	Admission of children below compulsory school age and deferred entry	10
1.18	Admission of children outside their normal age group	10
1.19	Children of UK Services Personnel and other Crown Servants	13
1.20	Appeals	13
1.21	Admission Criteria	14
1.22	Catchment Areas	19
1.23	Significant Change in Circumstances	19

The Rutland Learning Trust

This policy covers the Rutland Learning Trust schools listed below:

Rutland Local Authority

857/2001	Cottesmore Academy
857/3111	Empingham CE Primary School
857/3112	Exton and Greetham CE Primary School
857/3120	Great Casterton CE Primary School
857/3113	Ketton CE Primary School
857/3114	Langham CE Primary School
857/3428	St Nicholas CE Primary School
857/3119	Uppingham CE Primary School
857/3117	Whissendine CE Primary School

Northamptonshire Local Authority

928/3031	Glaphorn CE Primary School
928/3051	Polebrook CE Primary School

1.1 Admissions Policy Overview

The Rutland Learning Trust (RLT) is the admission authority for the schools within our Trust. The Rutland Learning Trust is its own admission authority and responsible for setting the criteria for admission, interpretation and for the administration of admissions to the schools within the Trust. The Department for Education (DfE) Admissions Code requires the admissions into the Early Years Foundation Stage year group, at the beginning of the academic year, be coordinated by the local authority; Rutland County Council is the coordinating authority for those admissions for RLT schools in Rutland. North Northamptonshire Council is the coordinating authority for admissions into the Early Years Foundation Stage for RLT schools in North Northamptonshire .

As the admission authority for all schools in the Trust, we need to ensure that the Trust's practices and criteria used to decide the allocation of school places is fair, clear and objective. Our aim is that Parents are able to look at a set of admission arrangements and understand easily how places for an individual school are allocated. The schools within the Rutland Learning Trust welcome children from all backgrounds and abilities.

Rutland Learning Trust is a mixed, Church of England and Community Multi-Academy Trust. The Rutland Learning Trust Members approve the appointment of Trustees who are accountable for the effective leadership and management of the Trust. The Trustees delegate responsibility to each Local Governing body for managing the admission process within their school. The Trust will then consider and approve arrangements and administer admissions.

The admission arrangements for each of our schools reflect their own local communities and their own distinctive and individual school ethos. Admission arrangements are governed by the School Admission's Code 2021, which is published by the Department for Education.

The Admission Code recognises that schools within an admission authority's care may each require different arrangements.

Admission arrangements for each school must be subject to public consultation at least once every seven years. When planning significant changes, such as altering catchment areas, introducing new criteria or anything that would affect admissions of children into our schools, we are obliged, (as prescribed in the Admissions Code) and would wish, to consult with our stakeholders and the local communities affected by any change.

As an Academy Trust with Church of England schools we are required, under the Schools Admissions Code, to have regard to advice from the Diocesan Board of Education (DBE). We are also obliged to consult with the Diocese before public consultation of our arrangements. The DBE's advice is that Church Schools do not make provision for faith-based criteria to be considered when more applications are received than there are places available. Our policy reflects that advice.

1.2 Aims and Objectives

When considering admission of pupils into any of our schools, the following principles apply:

1. all applications are treated equally;
2. no Rutland Learning Trust school selects by ability;
3. if a place exists it will be offered. However if there are more applications than places, admissions will be dealt with as the individual school's admission criteria states;
4. subject to infant class size regulations, and planned admission numbers within schools,

- our schools will prioritise parental preference wherever possible;
5. appeals against refusals to admit a pupil will be dealt with by an independent appeal panel, duly constituted, as required by the School Appeal Admissions Code. The Rutland Learning Trust engages Leicestershire County Council (www.leicestershire.go.uk) to conduct appeals on our behalf;
 6. Rutland Learning Trust schools are inclusive and are committed to ensuring that the needs of every child on roll are met.

1.3 Local Authority Obligations

In order to provide a quality service to parents and carers, the Department for Education (DfE) Admissions Code requires that admissions into the Early Years Foundation Group (i.e. children starting at primary school for the first time), at the beginning of an academic year, (also known as the 'normal round') be coordinated by the local authority (LA), for all schools, regardless of who is the admission authority. This co-ordination involves a common application form and a common timetable as described in the 'coordinated schemes'. Rutland and Northamptonshire, along with all other local authorities, must follow a specified timetable.

Every local authority must publish a composite booklet explaining the process for starting primary school each year.

For RLT schools, these are found on the Local Authority website:

Rutland County Council's booklet, entitled '*Starting Primary School*' explains information about the admission process, timetable, appeals process and other useful information. Below is a hyperlink to an example of the brochure for 2022. [Rutland Starting Primary School Brochure](#)

North Northamptonshire Council's website contains information about the admission process, timetable, appeals process and other useful information. Below is a hyperlink to their school admissions webpages. [Northamptonshire Starting Primary School Brochure](#)

1.4 The Application Process (normal admission round)

When a child is due to start primary school for the first time for entry in our Early Years Foundation Group (also known as reception), if they are resident in Rutland, applications are made to Rutland County Council using the Rutland County Council Co-ordinated Admissions Scheme. For children resident in Northamptonshire, applications are made to North Northamptonshire Council using the North Northamptonshire Council's Co-ordinated Admissions Scheme. Any parent living outside of Rutland (for Rutland schools) or Northamptonshire (for Glapthorn or Polebrook schools) needs to apply to their own local authority. That local authority will then ensure that applications are provided to the relevant Local Authority for the coordinated response. Overseas applicants, for application into our Early Years Foundation Group (reception) for the first time, must contact Rutland County Council in the first instance (or North Northamptonshire Council for Glapthorn and Polebrook Schools).

1.5 School Transport

Rutland Learning Trust is not responsible for any decisions relating to school transport, this is a matter for the local authority in which the child resides.

[Rutland County Council](#)

[North Northamptonshire](#)

[Lincolnshire County Council](#)

[Leicestershire County Council](#)

1.6 Starting School

In Rutland and North Northamptonshire, children begin school at the start of the academic year during which they become five. There is one admission at the beginning of the Autumn term. There may be individual children who begin earlier or later in the academic year (see section 1.17).

1.7 Changing School (in year admission)

The Rutland Learning Trust, as admissions authority, manages and administers applications for school places outside of the Normal Admissions Round. These applications are known as 'in-year admissions' and refer to a child who is not starting primary school for the first time but is changing from one primary school to another.

An application, specifying up to three preferred RLT schools, must be submitted to; The Admissions Coordinator, Cottesmore Academy, Kendrew Barracks, Cottesmore LE15 7BA. The admission authority will then send a response in writing, to advise whether they are able to offer a school place.

In year admission applications will be considered and accepted in advance. We aim to respond to applications within 10 school days of receipt of an application, although this could take longer at peak times or where there is an unexpected delay for example seeking proof of address. School places will be offered with a start date up to 30 school days in advance of the offer date, except in the case children of service personnel and crown servants, where a school place may be allocated based on a notification of a relocation date and intended address. Applications into our Early Years Foundation Group (reception), follow the normal admission round as stated in para 1.4 above.

1.8 How does the process work?

By law, every school must have a mechanism to deal with a situation when there are more applications than places. This involves setting priority criteria.

Children who have an Education, Health and Care Plan naming a school as part of that plan are automatically admitted. These children are not included in the priority criteria; the school offers them a place as this is required by law.

The number of places available in a school are indicated by the schools' published admission number (PAN). When there are more applications than places, the priority criteria are applied in an objective and fair way.

1.9 What is the Published Admission Number?

The PAN is the number of children the school can accommodate. This is set by law and is the number that the school considers it can teach in an effective manner. Additionally, the Infant Class Size Regulations require that in Reception, Year 1 and Year 2 no class shall have more than 30 pupils to each qualified teacher. This may mean that in smaller schools, combinations of year groups are also affected by Infant Class Size Regulations; where there are mixed year groups the combined size of the class must not exceed 30 pupils per qualified teacher.

The Published Admission Number (PAN) for first time admission to Reception in each Academy is:

Cottesmore Academy	30
Empingham CE Primary School	13
Exton and Greetham CE Primary School	15
Great Casterton CE Primary School	15
Glaphorn CE Primary School	15
Ketton CE Primary School	28
Langham CE Primary School	30
Polebrook CE Primary School	15
St Nicholas CE Primary School	20
Uppingham CE Primary School	30
Whissendine CE Primary School	30

1.10 Fair Access Protocols

Every school is obliged to take part in local fair access protocols. Fair access protocols exist for children who have no school place and who are at risk from missing education due to several factors. Guidance setting out the principles by which children without a school place are found one as quickly as possible is published by the DFE and delivered by each local authority. The fair access protocol procedure takes precedence over the waiting list.

[Northamptonshire Fair Access Protocol](#)

[Rutland Fair Access Protocol](#)

1.11 Children with Special Educational Needs and Disabilities (SEND).

- The Rutland Learning Trust will not refuse an application for admission to a Rutland Learning Trust school because it is believed that the school cannot cater for the child's special educational needs and/or disabilities
- Pupils with special educational needs and/or disabilities but no Education, Health and Care Plan (EHCP) are dealt with through the normal admissions policy. Schools cannot refuse to admit a pupil because he/she does not have an EHCP or is being assessed for one.
- *The Trust Board is required by section 324 of the Education Act 1996 and Children and Families Act 2014 s. 33 to admit to a school a child with an Education, Health and Care Plan which names the school. This is not an oversubscription criterion. Schools must admit children with EHCPs which name the school whether there are places available in the school or not, unless it would be incompatible with the efficient education of others, or the efficient use of resources. Efficient education means providing for each child or young person a suitable, appropriate education in terms of their age, ability, aptitude and any special educational needs they may have. SEN Code of Practice 2015, para 9.79*

1.12 Withdrawing Offers

The Rutland Learning Trust can withdraw offers of places in certain circumstances. An offer of a place will be withdrawn when a parent has not responded to an offer within a reasonable period of time, usually 10 school days from the date of that offer. The offer can also be withdrawn if the basis of the offer was either a fraudulent or misleading application. The authority also reserves the right to withdraw an offer which has been accepted but which has not been taken up within 10 school days of the practical start date made in the offer.

1.13 Late Applications

The national closing date for first-time admission applications is January 15th annually. The Rutland Learning Trust, working with Rutland and North Northamptonshire County Councils, may accept late applications for first-time admission. All applications received by the closing date will be treated equally. However, any application submitted after the closing date will be processed as a late application and will have the lowest priority. This could result in an applicant not receiving an offer at their preferred school. There has to be particular reasons why an application is late, and this is not subject to any appeal at this point but an

Independent Appeal Panel may take a different view at a later stage in the process.

Examples of reasons for a late application are:

- family returning from abroad;
- lone parent has been ill for some time;
- family moving into the area from another area;
- other exceptional circumstances.

Whilst every case is treated on its own merits, evidence to explain why the application is late will be required in every instance. An application that is accepted as being late, but with justifiable reason, will be included in the first cycle of allocations and the applicant will be notified on the national offer day.

Other late applications for a named academy after the specified date will be processed after the offer day and will be considered against the oversubscription criteria.

1.14 Waiting Lists

Each school will operate a waiting list. The list is made up of children whose parent/carer has applied for a place at the school and been unsuccessful. The waiting list does not distinguish between late and on time applications. The list will be maintained until the end of each academic year. If a place becomes available, the admission criteria is applied and the next eligible child on the list is offered the space (applicants will move up or down the waiting list as the over-subscription criteria is applied). If that family no longer requires the space, it will pass to the next eligible child and so on.

At the end of each academic year, after the previous waiting list has been disbanded, places will be allocated on application and if a space is available, following the standard in-year admission procedures. Applicants may re-apply by submitting a new application and join the new waiting list if there are no places available.

1.15 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.

1.16 Infant Class Size Limits and Permitted Exceptions

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 *and* 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.

1.17 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 Autumn term 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 the 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.

1.18 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.

The admission authority in these instances is The Rutland Learning Trust which can be contacted by emailing admissions@rltschools.com.

For early entry, ie if a parent wishes to request that they be able to apply out of their child's normal age group for Reception a year early, parents should contact the Admissions office at The Rutland Learning Trust or the school in questions where they will need to put their request in writing.

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 to the admission authority 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 Admissions Authority
(DfE Code of Conduct para.2 17)

Decisions will be made by the admissions authority 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 into a lower age group if the child was not born prematurely. The views of the Headteacher of the school concerned must be taken into 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 admitting 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 (and admission authority) will process the application as part of the main admissions round. If the parental request is made too late for this to be then the usual process for late applications will be applied as set out in this policy.

One admission authority cannot be required to honour a decision made by another. Upon transfer, it will be a matter for that admission authority. Decisions will be made by the admission 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.

1.19 Children of UK Services Personnel and other Crown Servants

Children of UK Services Personnel and other Crown Servants must be allocated a place in advance, dependent on an official government letter declaring a relocation date and intended address, if the applicant would meet the criteria on relocation.

A unit postal address must be accepted, or if appropriate a "quartering area" address in the absence of a new home postal address.

Once the application has been accepted, the usual admission process will be followed. Places will be offered using the priority criteria, and all applications will be dealt with using the

mandatory timeframe for first time admissions. In year admissions will be based on the start date, but the posting address will be used as part of the priority criteria. A place may be allocated based on a notification of relocation and intended address. Contact will be made with the family/carer before the child is due to start at the school.

Places should be released as soon as possible if they are not required.

1.20 Appeals

For first time admissions, the local authority will confirm whether a place has been awarded each year on 16th April or the next working day prior to the start of the academic year in which the child will start at the school.

For in-year admissions the school will confirm whether a place can be offered, usually within ten school days of receiving the application. If an application for a school place is unsuccessful, then parents have a right of appeal to an Independent Appeal Panel.

Where an application for a place at a school within the Rutland Learning Trust is unsuccessful, applicants may appeal the decision. Information about appealing the decision can be found on each School website.

1.21 Admissions Criteria

Criteria for prioritising admissions to:

Langham CE Primary School

The following criteria, in the order listed, will be used to allocate places if there are more applications than places available.

Each child can only be listed under one criterion, and will be placed in the highest one possible in order to rank the excess applications. If the admissions number is reached in any criterion, priority will be given to those living closest to the school using straight line distancing.

If applications can not otherwise be separated, random allocation will be used to allocate places.

a	<p>“Looked After” children (LAC) and those children who were previously “looked after” (PLAC) but immediately after being looked after became subject to an adoption, residence or special guardianship order (In such circumstances a letter from the last Local Authority which the child was in the care of will be required)</p> <p>Also “Internationally adopted previously looked after children” (IAPLAC). Children who appear to the admission authority of the school to have been in state care outside of England and ceased to be in state care as a result of being adopted. The Admissions Authority will require evidence from the parent and advice can be requested from the Virtual School Head (VSH), if there is any doubt about the acceptability of evidence provided by the parent of an IAPLAC.</p> <p><i>A looked after child 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 in accordance with Section 22 (1) of the Children Act 1989 at the time of making an application to the school. A child is regarded as having been in state care outside of England if they were in care of or were accommodated by the public authority, a religious organisation, or any provider of care whose sole or main purpose is to benefit society, Section 23ZZA (8) of the Children Act 1989, Section 4 of the Children and Social Work Act 2017.</i></p> <p><i>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 arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).</i></p> <p><i>A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society</i></p>
b	<p>Children who live in the catchment area of the School.</p> <p><i>The place of residence is determined to be the address of the parent or carer with whom the child spends the majority of time as a child of a family during term-time. If clarification is required regarding</i></p>

	<p><i>a particular catchment area, applicants should contact the Trust Admissions office for further details. If the child spends equal time with each parent/carer, the parents/carers must reach agreement as to which address will be classed as the child's place of residence for the application form. Living in the catchment area does not guarantee a place at the catchment school.</i></p>
c	<p>Children who will have an older sibling attending the School at the same time.</p> <p><i>Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.</i></p> <p><i>'At the same time' in this instance means that the older sibling must be attending at the time the younger child is to be admitted.</i></p>
d	<p>Children of staff (i.e. people employed on a permanent contract in any capacity) at the school:</p> <p>a. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or</p> <p>b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.</p> <p><i>'children' in this instance would also include children of a staff member's partner if they live permanently with the staff member.</i></p>
e	<p>Children who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the School.</p> <p>Supporting documentation from the Lead Professional must be supplied and must be submitted with the application. The following list are the areas considered exceptional:</p> <ul style="list-style-type: none"> • Crown Servants • Children subject to Child Protection Plans • Parents suffering domestic violence (subject to documentary evidence by a lead professional) <p><i>Each case will be assessed on its individual merits by the Local Governing Body, who will make a recommendation to the Trust Admission Committee.</i></p>
f	<p>Children living nearest to the academy/school measured in a straight-line distance</p> <p><i>The place of residence is determined to be the address of the parent or carer with whom the child spends the majority of time as a child of a family during term-time. If clarification is required regarding a particular catchment area, applicants should contact the Trust Admissions office for further details. If the child spends equal time with each parent/carer, the parents/carers must reach agreement as to which address will be classed as the child's place of residence for the application form.</i></p> <p><i>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.</i></p>

Distance for Rutland County Council schools is measured using the Easting/Northing British co-ordinate system to pin point the point that the home property's front entrance meets a public highway to the academy/school's main designated front gate using electronic mapping software.

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between two children's homes and School is the same. In such cases lots will be drawn (supervised) by person independent of the Rutland Learning Trust.

Criteria for prioritising admissions to:

**Glaphorn CE Primary School
Polebrook CE Primary School**

The following criteria, in the order listed, will be used to allocate places if there are more applications than places available.

Each child can only be listed under one criterion, and will be placed in the highest one possible in order to rank the excess applications. If the admissions number is reached in any criterion, priority will be given to those living closest to the school using straight line distancing.

If applications can not otherwise be separated, random allocation will be used to allocate places.

- | | |
|----------|---|
| a | <p>“Looked After” children and those children who were previously “looked after” but immediately after being looked after became subject to an adoption, a child arrangements order, residence or special guardianship order (In such circumstances a letter from the last Local Authority which the child was in the care of will be required).</p> <p>Also “Internationally adopted previously looked after children (IAPLAC). Children who appear to the admission authority of the school to have been in state care outside of England and ceased to be in state care as a result of being adopted. The Admissions Authority will require evidence from the parent and advice can be requested from the Virtual School Head (VSH), if there is any doubt about the acceptability of evidence provided by the parent of an IAPLAC.</p> <p><i>A looked after child 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 in accordance with Section 22 (1) of the Children Act 1989 at the time of making an application to the school. A child is regarded as having been in state care outside of England if they were in care of or were accommodated by the public authority, a religious organisation, or any provider of care whose sole or main purpose is to benefit society, Section 23ZZA (8) of the Children Act 1989, Section 4 of the Children and Social Work Act 2017.</i></p> <p><i>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 arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence</i></p> |
|----------|---|

orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole purpose is to benefit society

b	<p>Children who live in the catchment area (see section 1.22)</p> <p><i>The place of residence is determined to be the address of the parent or carer with whom the child spends the majority of time as a child of a family during term-time. If clarification is required regarding a particular catchment area, applicants should contact the Trust Admissions office for further details. If the child spends equal time with each parent/carer, the parents/carers must reach agreement as to which address will be classed as the child's place of residence for the application form</i></p> <p><i>Living in the catchment area does not guarantee a place at the catchment school.</i></p>
c	<p>Children who will have an older sibling attending the same school at the same time.</p> <p><i>Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.</i></p> <p><i>'At the same time' in this instance means that the older sibling must be attending at the time the younger child is to be admitted.</i></p>
d	<p>Children of staff (i.e. people employed on a permanent contract in any capacity) at the school:</p> <p>a. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or</p> <p>b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.</p> <p><i>'children' in this instance would also include children of a staff member's partner if they live permanently with the staff member.</i></p>
e	<p>Children who have a serious medical condition or exceptional social or domestic needs that make it essential they attend a particular school.</p> <p>Supporting documentation from the Lead Professional must be supplied and must be submitted with the application. The following list are the areas considered exceptional social/domestic need:</p> <ul style="list-style-type: none"> • Crown Servants • Children subject to Child Protection Plans • Parents suffering domestic violence (subject to documentary evidence by a lead professional) <p><i>Each case will be assessed on its individual merits by the Local Governing Body, who will make a recommendation to the Trust Admission Committee.</i></p>

f

Children living nearest to the academy/school measured in a straight-line distance

The place of residence is determined to be the address of the parent or carer with whom the child spends the majority of time as a child of a family during term-time. If clarification is required regarding a particular catchment area, applicants should contact the Trust Admissions office for further details. If the child spends equal time with each parent/carer, the parents/carers must reach agreement as to which address will be classed as the child's place of residence for the application form.

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.

Distance for North Northamptonshire Council schools is measured using the Address point. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency.

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between two children's homes and School is the same. In such cases lots will be drawn (supervised) by person independent of the Rutland Learning Trust.

Criteria for prioritising admissions to:

Cottesmore Academy
Empingham CE Primary School
Exton and Greetham CE Primary School
Great Casterton CE Primary School
Ketton CE Primary School
St Nicholas CE Primary School
Uppingham CE Primary School
Whissendine CE Primary School

The following criteria, in the order listed, will be used to allocate places if there are more applications than places available.

Each child can only be listed under one criterion, and will be placed in the highest one possible in order to rank the excess applications. If the admissions number is reached in any criterion, priority will be given to those living closest to the school using straight line distancing.

If applications can not otherwise be separated, random allocation will be used to allocate places.

a	<p>“Looked After” children and those children who were previously “looked after” but immediately after being looked after became subject to an adoption, a child arrangements order, residence or special guardianship order (In such circumstances a letter from the last Local Authority which the child was in the care of will be required).</p> <p>Also “Internationally adopted previously looked after children (IAPLAC). Children who appear to the admission authority of the school to have been in state care outside of England and ceased to be in state care as a result of being adopted. The Admissions Authority will require evidence from the parent and advice can be requested from the Virtual School Head (VSH), if there is any doubt about the acceptability of evidence provided by the parent of an IAPLAC.</p> <p><i>A looked after child 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 in accordance with Section 22 (1) of the Children Act 1989 at the time of making an application to the school. A child is regarded as having been in state care outside of England if they were in care of or were accommodated by the public authority, a religious organisation, or any provider of care whose sole or main purpose is to benefit society, Section 23ZZA (8) of the Children Act 1989, Section 4 of the Children and Social Work Act 2017.</i></p> <p><i>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 arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).</i></p> <p><i>A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society</i></p>
----------	--

b	<p>Children who will have an older sibling attending the same school at the same time.</p> <p><i>Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.</i></p> <p><i>'At the same time' in this instance means that the older sibling must be attending at the time the younger child is to be admitted.</i></p>
c	<p>Children of staff (i.e. people employed on a permanent contract in any capacity) at the school:</p> <p>a. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or</p> <p>the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.</p> <p><i>'children' in this instance would also include children of a staff member's partner if they live permanently with the staff member.</i></p>
d	<p>Children who live in the catchment area (see section 1.22)</p> <p><i>The place of residence is determined to be the address of the parent or carer with whom the child spends the majority of time as a child of a family during term-time. If clarification is required regarding a particular catchment area, applicants should contact the Trust Admissions office for further details. If the child spends equal time with each parent/carer, the parents/carers must reach agreement as to which address will be classed as the child's place of residence for the application form</i></p> <p><i>Living in the catchment area does not guarantee a place at the catchment school.</i></p>
e	<p>Children who have a serious medical condition or exceptional social or domestic needs that make it essential they attend a particular school.</p> <p>Supporting documentation from the Lead Professional must be supplied and must be submitted with the application. The following list are the areas considered exceptional social/domestic need:</p> <ul style="list-style-type: none"> • Crown Servants • Children subject to Child Protection Plans • Parents suffering domestic violence (subject to documentary evidence by a lead professional) <p><i>Each case will be assessed on its individual merits by the Local Governing Body, who will make a recommendation to the Trust Admission Committee.</i></p>

f

Children living nearest to the academy/school measured in a straight-line distance

The place of residence is determined to be the address of the parent or carer with whom the child spends the majority of time as a child of a family during term-time. If clarification is required regarding a particular catchment area, applicants should contact the Trust Admissions office for further details. If the child spends equal time with each parent/carer, the parents/carers must reach agreement as to which address will be classed as the child's place of residence for the application form.

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.

Distance for Rutland County Council schools is measured using the Easting/Northing British co-ordinate system to pin point the point that the home property's front entrance meets a public highway to the academy/school's main designated front gate using electronic mapping software.

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between two children's homes and School is the same. In such cases lots will be drawn (supervised) by person independent of the Rutland Learning Trust.

Children with Education, Health and Care Plans (EHCP) have a different admission process. If a child has an EHCP or parents are in the assessment process, it is important to have a discussion with the Headteacher about what to do next. There is more information in this policy at paragraph 1.11

In the event of that there are more applications than places available, a School may need to ask for proof of the following when applying the criteria for prioritising admissions:

- Address
- Child’s date of birth
- Copy of an adoption order, residence order or special guardianship order and a letter from the Local Authority that last looked after the child confirming that (s) he was looked after immediately prior to that order being made.

1.22 Catchment Areas

Catchment areas for schools within the Rutland Learning Trust are determined as follows

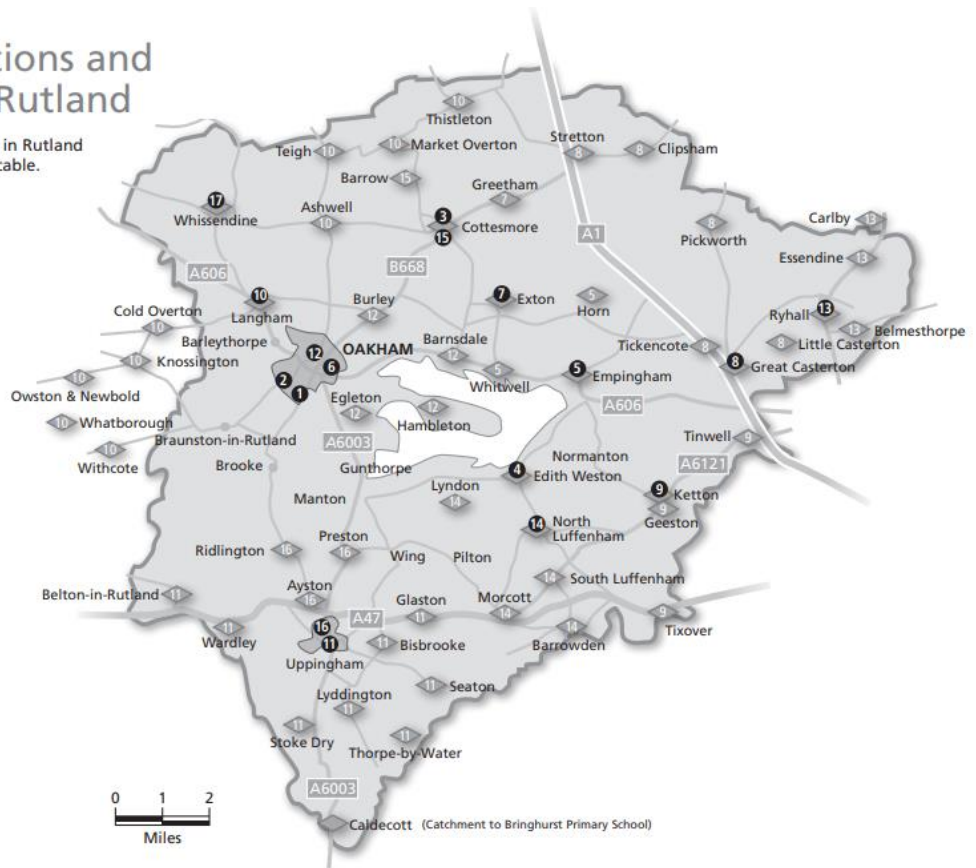
Cottesmore Academy	Cottesmore village
Empingham CE Primary School	villages of Empingham and Whitwell
Exton and Greetham CE Primary School	Villages of Exton and Greetham
Glaphorn CE Primary School	villages of Glaphorn and Southwick
Great Casterton CE Primary School	villages of Great Casterton, Little Casterton, Tickencote, Pickworth, Stretton and Clipsham
Ketton CE Primary School	villages of Ketton, Geeston, Tinwell and Tixover
Langham CE Primary School	villages of Ashwell, Cold Overton, Knossington, Owston, Newbold, Langham, Market Overton, Teigh, Thistleton, Whatborough and Withcote.
Polebrook CE Primary School	Villages of Polebrook, Lutton, Hemington, Luddington on the Brook, Ashton Wold and Thurning
St Nicholas CE Primary School	Villages of Cottesmore and Barrow
Uppingham CE Primary School	North Uppingham and the villages of Preston, Ridlington and Ayston
Whissendine CE Primary School	Whissendine village

Primary school locations and catchment areas in Rutland

Map showing the location of primary schools in Rutland and the catchment area information, if applicable.

- Key to Primary Schools**
- 1 Brooke Hill Academy (no catchment area)
 - 2 Catmose Primary (no catchment area)
 - 3 Cottesmore Academy
 - 4 Edith Weston Academy (no catchment area)
 - 5 Empingham C of E Primary
 - 6 English Martyrs Catholic Academy
 - 7 Exton and Greetham C of E Primary
 - 8 Great Casterton C of E Primary
 - 9 Ketton C of E Primary
 - 10 Langham C of E Primary
 - 11 Leighfield Primary School
 - 12 Oakham C of E Primary
 - 13 Ryhall CE Academy
 - 14 St Mary & St John C of E Primary
 - 15 St Nicholas C of E Primary
 - 16 Uppingham C of E Primary
 - 17 Whissendine C of E Primary

Number in diamond denotes which school catchment area a village falls into, e.g. This village falls into the catchment area of St Mary & St John C of E Primary (No. 14).
 If a village does not have a number, it does not fall within the catchment area for any Rutland school.



1.23 Significant Change of Circumstances

If a change of circumstances takes place after the closing date for applications but before all places have been allocated, then the change of circumstances will be taken into account within the allocation process.

If a change of circumstances takes place after all places at the school have been allocated the application will be added to the waiting list in a position which reflects the published priority criteria.