

# Old Dalby Church of England Primary School



Kind hearts. Open Minds. Courageous Spirits  
Together, we will explore life in all its fullness.

## Admissions Policy

Affecting mid-term transfers from August 2026 onwards

Let us be concerned for one another, to help one another to show love and to do good.

Hebrews 10:24

## Our Vision

Kind hearts. Open minds. Courageous spirits.  
Together, we will explore life in all its fullness.

This is a promise that we, as a whole school, will educate children to be accepting, thoughtful and courageous. Our pupils will show kindness and love to everyone around them, our pupils will understand, accept and celebrate diversity, they will recognise injustices and speak up when they see them.

This will be achieved through a curriculum based on a skills progression of our eight Christian values. We will ensure that the pupils build the skills to live our values. Our curriculum will provide knowledge of historical and current events to provide our children with context and understanding of the values.

Children will learn to challenge what they see as an injustice and seek to right this. They will be ambitious, have the courage of their convictions and be empathetic to others. Through working closely with the local community and church, we will provide a warm, nurturing environment to foster ambition, curiosity, spirituality and love.

The following admissions policy is carried out within the context and spirit of the School's vision. It supports our vision and is supported by our acceptance and celebration of all children within our community and catchment.

## Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

## Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code
- School Admission Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

This policy complies with our funding agreement and articles of association.

## Definitions

The *normal admissions round* is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

*Looked after children* are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

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

- Were adopted under the Adoption Act 1976 of the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order
- Were in state care outside of England and have since been adopted, are subject to a child arrangements order or special guardianship order
- Children 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 arrangements order or special guardianship order.

By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Where Governors are unsure about the validity of the application, advice will be sought from the Local Authority's Virtual School Head.

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

## **How to apply**

For applications in the normal admissions round, you use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 5 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

The Governing Body is the admitting authority. Although Leicestershire County Council will make the offers of places, it is the Governing Body who determine who shall be offered a place.

## **Requests for admission outside the normal age group**

Parents are entitled to request a place for their child outside of their normal age group.

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 submit a request to Leicestershire County Council for admission out of the normal age group. Further information about the process will be provided to parents upon their request for admission outside of normal age group or by contacting the School Admissions Service.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in Section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents 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.

Parents of a child born between 1<sup>st</sup> April and 31<sup>st</sup> August, have the choice for their child to not attend school until the September following their fifth birthday and can request that they are admitted out of their normal age group.

To request a delayed entry, parents should make an application for the child's chronological age group at the usual time via their home local authority. They should also submit a request to Leicestershire County Council School Admissions Service for admission outside of the normal age group.

Each case will be carefully considered by the school and Governing Body, taking into account the circumstances of the individual, the views of the family, the headteacher, prior academic attainment (when appropriate) and any relevant medical history, including whether they would have fallen in to a younger age group if the child was not born prematurely. The decision of the Governing Body will be clearly communicated to the parents, along with their reasoning.

Where the School has agreed to a child being admitted outside of the normal year group, the parent will need to repeat the application process for a place at the appropriate time. The application will be processed as part of the main admissions round, unless the application is made after the deadline, and a decision made in line with the determined admissions arrangements.

### **Requests for part-time attendance**

The date the child is admitted to the school can be deferred until later in the school year or the child can attend part-time, 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.

Ideally, this should be discussed with the school before an application is submitted and an informed decision made in the best interest of the child.

### **Requests for deferment of a place**

Upon notification of a school place being offered, a child is entitled to a full-time place in the September following their fourth birthday.

The date the child is admitted to the school can be deferred until later in the school year or the child can attend part-time, 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.

When considering deferring taking up an offered place at first-time admission, parents are asked to discuss this with the school as soon as possible.

By not attending at the beginning of the final term of the school year for which the original place was granted, parents will need to make a new application via their home local authority.

## Allocation of places

### Admission number

The school has agreed an admission number of 30 pupils for entry in Reception.

### Oversubscription criteria

All children with an education, health and care plan (EHCP) which names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places available, places will be given to those children who meet any of the criteria set out below, in order, until all the places are filled.

All late applications receive the lowest priority.

1	Children who are in public care and those children who were previously looked after children.
2	Pupils who live in the catchment area (see note i)
3	Pupils who have an older sibling attending the school at the same time. (see note ii)
4	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)
5	Pupils who live outside of the designated catchment area.

### Notes:

- i. The child's place of residence is taken to be the parental home. If the child's parents are separated, the address used on the application should be the one where the child spends the majority of the school week. See Appendix A for catchment map
- ii. The term "brother or sister" includes half brother or sister or legally adopted child being regarded as brother or sister.
- 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 are considered exceptional:
  - a. Crown Servants
  - b. Children subject to Child Protection Plans
  - c. Hard to Place children – who fall under the Fair Access Protocol
  - d. Parents suffering domestic violence (This is dependent on documentary evidence by a lead professional)
  - e. A child for whom transfer to the catchment area school would involve attending a different school until they are the right age for transfer. (This is dependent on the child having attended the present school for at least a year.)
- iv. For criterion 5 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 (Geocoding). Where there is equal distance then lots will be drawn, supervised by an independent officer

## **Tie-breaker**

In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place. If there is no way of separating the applications and if admitting both or all of the children would exceed the legal limit for a class size, then lots will be drawn. This will be witnessed by an independent observer who is not a Governor nor a school employee.

## **Waiting List**

Leicestershire School Admissions will maintain a waiting list should the school be over-subscribed following the decision-making for the first-time admissions. The list is ranked in the same order as the over-subscription criteria and not by date of application. The waiting list will be held for the duration of the Autumn Term.

## **In-year admissions**

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHCP names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with oversubscription criteria listed in above. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be made via Leicestershire County Council School Admissions website.

## **Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, follow the process described on the Leicestershire County Council School Admissions website.

## **Fraudulent Information**

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

## **Fair Access Protocols**

Old Dalby C of E Primary School, will participate fully with Leicestershire County Council's Fair Access Policy, ensuring that the most vulnerable pupils are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admission number.

## **Military Covenant**

Old Dalby C of E Primary School will honour the military covenant and admit children of military families, including where this will exceed the published admission number.

## **Multiple Births**

Where the last available place is allocated to a twin or multiple birth child, the other twin or multiple birth sibling(s) will be admitted as exceptions to the infant class size rule.

## **Monitoring Arrangements**

This policy will be reviewed and approved by the governing body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.

# Appendix A – Catchment Map

