Croxton Kerrial Church of England Primary School

Admissions Policy for the school year 2025/2026

Croxton Kerrial is a Church of England Primary School/Academy in RISE Multi-Academy Trust. The directors of the Trust are the admissions authority for our school, but have delegated the admissions process to the Local Governing Body (LGB), who are responsible for consultation in regards to the admissions policy, for application decisions and to appeal against Local Authority decisions to admit pupils.

In formulating this admissions policy, the Governors consulted with the Leicester Diocesan Board of Education, local academies, Leicestershire County Council and the governing bodies of local community and voluntary controlled schools for which the Local Authority is the admission authority. This policy is reviewed by the Governors each September in line with the legal timelines for admissions. The School Admissions Code (2014) and the School Admissions Appeals Code (2012) can be found below:

https://www.gov.uk/government/publications/school-admissions-code
https://www.gov.uk/government/publications/school-admissions-appeals-code

The Leicestershire Local Authority co-ordinates all admissions arrangements, mid-year admissions, and the full detail of dates and procedures can be found at:

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

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.
The vision of Leicester DBE states: *Like Jesus himself, our schools are 'scandalously inclusive'. Children and families from all faiths and none are welcomed, respected and cherished. Serving the community in which they are placed, our schools exemplify, 'love your neighbour'.*

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. Parents have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

Croxton Kerrial CE Primary School serves the catchment area shown in the attached Appendix 1.

The admissions authority will set a planned admissions number (PAN) which indicates the number of places available within the year(s) of entry. This information will explain how places will be allocated until the PAN is reached. The decision will be to refuse all applications that would lead to admission of pupils above PAN. A non-statutory admissions limit has been set for all other year groups.

Our planned admission number (PAN) for 2025/2026 is 12 pupils.

Our designated catchment area does not prevent parents who live outside this area from expressing a preference for our school. Entitlement to a place in the school is dependent on the parents applying at the appropriate time and (for infant submissions) on compliance with infant class size regulations *(1)*. If a child moves into the school's designated area catchment once allocation decisions have been made, they will not necessarily be offered a place in the school if the planned admission number for that year has been reached.

Applications for places for the reception class need to be registered by completing the on-line Local Authority common application form (available from www.leics.gov.uk/admissions).

The Local Authority common on-line application form must be completed by 15th January, 2026**.**

The decision of the school's Admissions Committee will be notified to parents by the Local Authority. The closing date for Local Authority applications and the notification of the decision are in accordance with the Co-ordinated Admissions Scheme *(2).* Late applications will not be offered a place within the school if the infant class has thirty pupils, regardless of distance to the next nearest available school. Any application received after the closing date will be treated as a mid-term application and places will be allocated according to the school's admissions criteria and planned admission number for that year.

Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented, has experienced problems such as ill health or if they are moving from overseas and their child has not been educated in the English school system. Parents should contact the Headteacher to discuss any such requests with all the relevant information taken into account. Parents may also wish to submit other information in support of their request; for example from professionals who have worked with their child. Each request will be looked at on an individual basis with any decisions taken according to what is considered to be in the child's best interests.

In addition, the parents of a summer born child (those born from 1st April to 31st August) may choose not to send that child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. Also, parents may request that their child attends part-time until the start of the term after their fifth birthday. In such cases the following process should be followed in order:

a) Parents should make the request to Leicestershire LA by 15th January of the year before the child turns 4. This will provide time for requests to be processed, and where a request is not agreed, for the family to have adequate time to make an application before the published closing date.

b) Parents should submit to Leicestershire LA their reasons for wishing to defer applying for a school place. This should include confirmation of agreement to the proposal from the Headteacher. On receiving the supporting evidence, and on the recommendation of the Headteacher, Leicester LA will write to the parent to agree that the application can be processed for the following year. However, the letter will highlight the potential risks / impact of this deferral which include:

   i) Whilst the school has agreed to the deferral, there is no guarantee that the child will be allocated a place at that school the following year;

   ii) Should it not be possible to allocate a place at the school the following year, the local authority will make every effort to allocate a Reception place, rather than a Year 1 place. However, it may not be possible to do this. Decisions on which year group a child is admitted to are taken by a school's admission authority; this is not always the local authority and the admission authority of alternative schools may not be in agreement with deferred entry.

   iii) Parents will also be made aware that deferring entry will have an impact on their child's score should they sit the 11+ test. This is due to the age standardisation process.

   iv) Attention will also be drawn to the fact that when the child moves to a different school (e.g. primary to secondary, or due to a house move) that the admission authority of the new school will be responsible for deciding which year group the child will be placed in. This could result in a child being required to 'skip' a year.

c) If the request is not agreed, the parent will receive a letter detailing the reasons why.

d) A copy of the letter sent to the parent will be sent to the Headteacher and LA.

e) The parent may still change their mind regarding deferred entry by a whole school year, and submit an application in the normal way. If an application is received then the parent's previous request to defer until the following year would no longer apply. This will offer the following options to the parent:

   i) Their child starts school in the September following their 4th birthday;

ii) They can consider deferring the child's start date in Reception until later in the school year;
iii) They can discuss part-time arrangements with the allocated school, as detailed above.

f) A parent who chooses to defer entry by a whole school year will need to apply for a school place in the admissions round for the following year in the normal way. Their application will then be considered in exactly the same way as all others submitted during that application year.

If a parent who has applied by the closing date given by the Local Authority later changes their mind and wishes to defer their child's entry to Reception, they should discuss this and other options with the Headteacher. Requests to defer will not be agreed if the only reason is that a place has not been offered at one of the preferred schools.

These applications for admission outside normal age group will be considered alongside all other applications in accordance with the Local Authority co-ordinated admissions scheme. Parents have a statutory right to appeal against the refusal of a place at the school for which they have applied. This right does not apply if they have been offered a place at the school but it is not in their preferred age group.

If only one place is offered to twins or multiple birth children, the Admissions Code permits the second twin or other multiple birth sibling(s) to be admitted as exceptions to the infant class size rule. Generally, schools will admit both twins and all multiple birth siblings in these circumstances, but early communication with the Head teacher is advisable.

Children with an Education, Health and Care Plan (or Statement of Special Educational Need) naming the school will be admitted even if this means exceeding the agreed PAN. Otherwise, when there are more applications than there are places available, the governors will admit pupils according to the following criteria, which are listed in order of priority. If there are fewer applications than places, then no application is refused. If there are too many requests, priority will be given to children whose parents applied on time, in the following order:

1. A child who is 'looked after *(3)*' or 'previously looked after.' Previously looked after children are children who were looked after, but ceased to be so because they were adopted *(4)* or became subject to a child arrangements order *(5)* or special guardianship order *(6)*. This criterion also includes children who were in state care outside England and have since been adopted or subject the child arrangement or special guardianship orders.
2. Pupils who have a serious medical condition or exceptional social or domestic needs (professional documentation accompanying the application will be required). Examples of exceptional needs include:
    - A child whose parent's occupation has an enforcement role which may bring the parent into conflict with parents of children attending their local school and therefore needs to attend the alternative school.
    - A child whose parent has recently died or is suffering from a serious illness.
    - A child who has suffered severe bullying which is recognised by the present or most recent school as an ongoing problem and which is having significant effect on the child's health.
    - A child with a serious medical condition which would make the preferred school particularly suitable.
    - A child who has been abused and placed on the child protection register and who needs to attend an alternative school to avoid the abuser.

    This list is not exhaustive, and each case will be considered on its individual merits.
3 Pupils who will have a sibling attending the school at the time of admission. Siblings include brothers or sisters, half brothers or sisters, step brothers or sisters, adopted children, fostered children, children of partners living together or any other child who permanently resides at the parental home and for whom the parent has parental responsibility.
4. Pupils who live in the designated catchment (See appendix 1). The child's place of residence is taken to be the parental home.
5. Pupils who attend Waltham Pre-School (part of the RISE Multi-Academy Trust).
6. All other pupils.

If there are more applications than places available, places will be allocated within that particular criterion (as listed above) by a method of random selection (drawing lots) that will be observed by an independent witness who is not a Governor or employee of the school.

In exceptional cases the school has the right to withdraw an offer of a place where a parent has not responded to an offer within 21 days, or where the place has been obtained by false information, for example an incorrect address or date of birth. Where the parent has not responded to the offer, the admission authority must give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not. Where an offer is withdrawn on the basis of misleading information, the application must be considered afresh, and a right of appeal offered if an offer is refused.

Waiting Lists

During the normal admissions round it is always necessary to complete a Local Authority Common Application form to apply for a school place Registering interest with the school on a 'waiting list' before the admissions round guarantees neither a place nor priority within the oversubscription Criteria. Offers of places will be made by the Local Authority on the school's behalf.

If the school is oversubscribed for children due to start in 2025-2026 a waiting list will be maintained. The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. Each name added will require the list to be re-ranked. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Mid-term admission waiting lists will be for the academic year of application only and it will be necessary to reapply the following or subsequent years if applicants wish to remain on the list.

Names will only be removed from the list if a written request is received, or if the offer of a place that becomes available is declined. The waiting list will shut down on 31 December 2025 in accordance with statutory requirements. Looked after children and previously looked after children as defined within this policy, children who are the subject of a direction by a local authority or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over any child on the waiting list.

Appeals should be sent to The Clerk to the Appeals Panel, St. Martins House, 7 Peacock Lane, Leicester, LE1 5PZ preferably via email to dbeoffice@leccofe.org.

The appeal must be in writing on the relevant form, which can be obtained from the Diocesan Board of Education, St. Martins House, 7 Peacock Lane, Leicester, LE1 5PZ or downloaded from the DBE website. Appeals will be heard during the summer term between 17th June and 5th July.

Appeals lodged after this deadline, like appeals for in-year admissions, will be heard within 30 school days of the appeal being lodged. In all cases, appellants will receive at least 10 days' written notice of the appeal hearing. Applicants may submit additional evidence in writing by 12 noon the day before the hearing. Decision letters are sent to the school and appellant within 5 days of the hearing.

Croxton Kerrial CE Primary School complies with the Leicestershire Fair Access Policy.

Any person or body who considers that the arrangements in this policy are unlawful under the Admissions Code may make an application to the Schools Adjudicator. All objections must be referred to the adjudicator by 15th May in the determination year.

osa.team@schoolsadjudicator.gov.uk

Full consultation review 2027 or earlier if changes are required.

Notes:

(1) Education (Infant Class Sizes) (England) Regulations 1998

(2) The Co-ordinated Admissions Scheme is available for inspection through Allocations, Leicestershire County Council, County Hall, Glenfield, Leicestershire, LE3 8RF

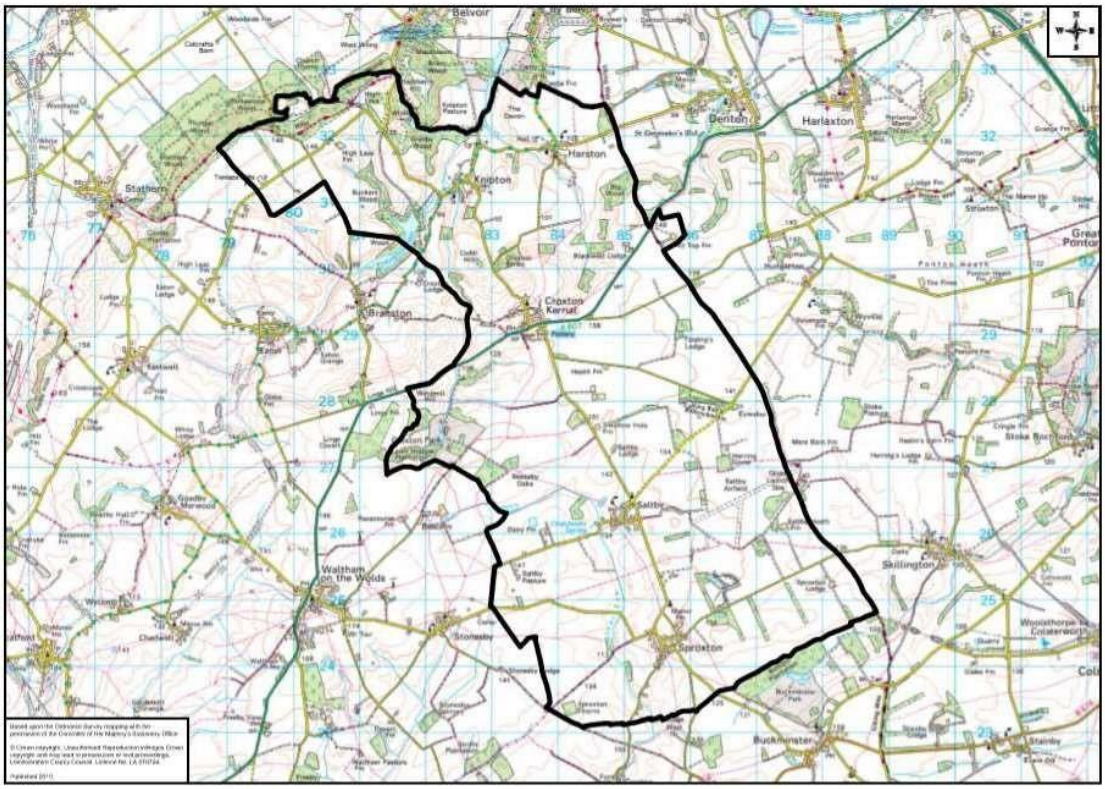
(3) A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

(4) Under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).

(5) Under the terms of the Children and Families Act 2014 part 2 section 12 "child arrangements order" means an order regulating arrangements relating to any of the following—(a)with whom a child is to live, spend time or otherwise have contact, and (b) when a child is to live, spend time or otherwise have contact with any person;".

(6) See Section 14A of the Children Act 1989 which defines a "special guardianship order" as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Appendix 1: map of designated catchment



This form is an electronic copy that is found on the LCC website (www.leics.gov.uk/admissions)