



**Outwoods Edge  
Primary School**

**Every Child. Every Day. Every Future.**

# **Admissions Policy 2025-2026**

Approved by: FGB  
Date Approved: February 2024

# **Admissions to Outwoods Edge Primary School**

via Leicestershire County Council Children and Young People's Service

## **First Time Admissions for Autumn 2025 & Mid Term within the 2025/2026 academic year**

### **1. Principles**

- 1.1 The purpose of the policy is to ensure that places at Outwoods Edge Primary School are allocated and offered in an open and fair way.
- 1.2 Outwoods Edge Primary School Admissions Policy should:
  - Offer clarity regarding legal requirements and statutory guidance
  - Seek to encourage partnership and avoid conflict at a local and an authority level
  - Maintain parental rights and ease the process of admission for parents and children
  - Have one consistent first-time admissions date to mainstream education
- 1.3 Children's entitlements are as follows:
  - entitlement to a place in the catchment area school (dependent on the parent applying at the appropriate time and compliance with infant class size regulations)
  - entitlement to a place in a preferred school if there are places available
  - 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 Outwoods Edge Primary School is its own admissions authority and will consult as required and publish their admissions policy and arrangements.
- 2.2 The Local Authority is required to coordinate admissions for all residents in Leicestershire. To this purpose it must have an approved scheme for coordination and Outwoods Edge Primary School will participate in full with the scheme.
- 2.3 Parents have a right to express a preference for a school place, including where the child has an Educational Health Care Plan (EHCP). 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.
- 2.4 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 spring term

A child turning 5 in the spring term must start school no later than from the start of the summer term

A child turning 5 in the summer term must start school no later than the following autumn term

- 2.5 Outwoods Edge Primary School has an Admission Number (AN) of 60, allocated in line with its admissions criteria para 7.2. If an application is refused parents will have the right to appeal. Pupils admitted following an appeal will have their admission confirmed by the LA.
- 2.6 There are no required staffing ratios for KS2 age children in education law. Legislation and regulation on infant class sizes requires an upper limit of 30 children per teacher for infant classes. The school requires a ratio of 1 adult to 15 pupils in the 4+ unit. The school may refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

### **3. First Time Admissions to mainstream Outwoods Edge Primary School**

- 3.1 This section refers to first-time admissions (4+ entries)

The Primary First Time Admissions Timeline is as follows:

15 <sup>th</sup> January	Closing date for applications to the Local Authority (LA)
28 <sup>th</sup> February	Publication of appeals timeline on the LA website
16 <sup>th</sup> April (or next working day)	National offer day for First Time Admission
April-August	Appeals process and outcomes
August	New intake starts at school

- 3.2 Parents must apply to their home Local Authority for a school place. The best way to apply is by applying online through Leicestershire County Council's website. All requests received by 15<sup>th</sup> January (national closing date) will be considered first and in accordance with the approved priority criteria. **All late applications receive the lowest priority.**
- 3.3 The Local Authority that you live in will confirm decisions to parents from 16<sup>th</sup> April (national offer date, or the next working day if this falls at a weekend or on a Bank Holiday). No child should be admitted without an offer from the Local Authority you live in; and this is regardless of whether the child lives in the catchment area or otherwise and regardless of whether the child has attended a nursery or pre-school group at the school.
- 3.4 For those pupils who do not live in Leicestershire, the School Admissions Service will inform the relevant Local Authority who will in turn inform the parents.
- 3.5 Places will be allocated up to the Admission Number (AN) of 60 and will not be exceeded regardless of living in the catchment or moving into catchment.

- 3.6 Parents must apply for a school place at first-time admission stage. The Admissions Service and Outwoods Edge Primary School in response to this issue launches an annual marketing strategy to publicise and alert parents to the need to complete an application expressing up to three preferences.
- 3.7 Date of admission for all first time admissions is from the beginning of the autumn term immediately following a child's fourth birthday i.e. all children who have turned 4 before the end of 31st August.
- 3.8 Pre admission visits will only take place in the term before the child is admitted to the school.
- 3.9 Outwoods Edge will wherever possible bring information to parents in the form of marketing to support parents expressing their preference within the time limits.
- 3.10 Outwoods Edge has a single start for first time admissions at 4+. Parents must ensure full time education for their child from compulsory school age, from 5+.

#### **4. Infant Class Size Limits, Multiple Birth Children and Permitted Exceptions**

Infant Classes (Reception, Year 1 and Year 2) must not exceed 30 children per teacher, unless an exception applies.

The exceptions, are:

- a) children admitted outside the normal admissions round with Education, Health and Care Plans specifying a school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an Independent Appeals Panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

#### **5. Deferring First-Time Admission**

- 5.1 When a child's parents are notified of the allocation of a primary school place, they can request deferment of the child's admission. The School will agree to deferment to later in the school year or until the child reaches compulsory school age in that year. Parents can also request that their child attends part-time 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. For summer born children if the place is not taken up by the summer half- term then a fresh application must be submitted usually for entry into Year 1, as the admissions

application is only valid for the academic year in which you applied. The School may withdraw the offer of the place if it is not taken up after deferment and offer the place to another child according to the School priority criteria. Such withdrawals of offers will only be made when the Admission Number (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 entitled to free transport to a more distant school.

- 5.2 Exceptionally, parents of summer born children that is those children born from 1st April to 31st August, can request delayed admission that is they may request that they are admitted out of their normal age group - to reception rather than Year 1 following their 5<sup>th</sup> birthday. If such a parent requests admission to Reception not Year 1 all relevant factors will be considered in assessing the request, parents would be expected to provide evidence to show that admission to Reception was in the child's best interests and will be taken into consideration. Parents seeking to delay their child's admission into school should contact The Admissions Service in the autumn term in the year prior to the normal entry in the following September in order for the Admission Authority of the school to make the decision. Decisions will be made on the basis of the circumstances of each case. This will take into account parents' views, information about the child's academic, social and emotional development. The views of the head teacher of the school concerned will be taken into account. Decisions made by the Admissions Service will be clearly set out.
- 5.3 Where the Admissions Service agree to a child being admitted to a year out of their normal age group and as a consequence of that decision the child would be admitted to the age group which pupils are normally admitted to the school, an application will need to be made in the usual way and that application will be processed as part of the main admission round and on the basis of determined admission arrangements. Agreed delayed admission does not guarantee a school place at the preferred school the following year.
- 5.4 Parents' statutory right to appeal against the 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 in their preferred age group.

## **6. In-Year (mid-term) Transfers (all year groups)**

- 6.1 All mid-term transfer requests (in-catchment included) will be coordinated through Leicestershire's School Admissions Service for approval before admission takes place.
- 6.2. Before applying parents are encouraged to arrange to visit the school, after which the parent should complete the Local Authority's online Common Application Form.
- 6.3. The Council will aim to notify the parents of the outcome of their application in writing within 10 school days and must notify in writing within 15 school days. Further evidence or proof may be required i.e. proof of house purchase, tenancy agreement, council tax notification, for proof of address.
- 6.4 Where the mid-term application is made through the Local Authority the decision letter will either offer the place or refuse the place where the admission of another child would prejudice the provision of efficient education of efficient use of resources. 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, the Local Authority considers 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. Late applications receive the lowest priority, i.e. they are only considered after all other applications which were received on time, unless it can be demonstrated with documentary evidence that the lateness of the form was beyond parents' control.

7.2 Priority criteria for entry Autumn 2025 admissions and mid-term applications during 2025 / 2026 academic year.

If there are too many requests, priority will be given to children in the appropriate age- range, whose parents applied on time, in the following order (see note i below):-

<b>1<sup>st</sup></b>	Children who are looked after and those children who were previously looked after. (See note ii).
<b>2<sup>nd</sup></b>	Pupils who will have a sibling attending <b>Outwoods Edge Primary</b> at the same time who live in the same house. (See notes iv).
<b>3<sup>rd</sup></b>	Pupils who live in the catchment area at the time of application and admission (See note iii, viii)
<b>4<sup>th</sup></b>	Children of staff who are permanently employed at Outwoods Edge Primary School (vii)
<b>5<sup>th</sup></b>	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 v).
<b>6<sup>th</sup></b>	Pupils living nearest the school measured in a straight line distance (home to school front gate) (notes vi viii)

Outwoods Edge will need to ask for proof of the following when applying the oversubscribed criteria

- Address
- Child's date of birth
- Copy of an adoption, residence or special guardianship order and letter from

the LA that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

**Notes:**

- i. Outwoods Edge Primary School's admission number is limited to 60 only, where more than 60 applications for Outwoods Edge are received for any one year group, combinations of the above criteria will be used to rank the 60 places. Anyone refused will have the right to appeal.
- ii. Admission authorities must give highest priority to this group of children and provides the following definitions:

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.

'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). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. 24
- 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)

In such circumstance proof must be a letter from the last Local Authority with responsibility for the child.

To be considered as *looked after or previously looked after*, Outwoods Edge Primary School does not stipulate a minimum length of time the child is or has been in care.

- iii. The child's place of residence is taken to be the parental home. Living in the catchment area means the child's place of permanent home residence

is in the catchment area for Outwoods Edge. Simply moving into the catchment area mid-year will not guarantee you a place at the school.

- iv. The term sibling relates to:
- brothers and/or sisters who share the same parent(s)
  - a half-brother, half-sister or legally adopted child living at the same address
  - a child looked after by a local authority placed in a foster family with other school age children
  - a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.
- v. If criterion 5 is used, when making an application parents should send evidence from an independent professional person who knows about the child and supports the application to the school. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered. An independent professional person, for example a health professional, social worker, teacher/early years professional or support worker or such other appropriate person. The evidence must be supplied and must be submitted with the application for a school place.

The following list are the areas that are considered exceptional:-

- a) Children with a serious medical condition - showing that the needs of the child can only be met at the specific school and why other schools would not be able to meet this need, or a child has an exceptional illness or disability (for example, limited mobility) which means that, the child can only reasonably attend one school.
- b) Children subject to Child Protection Plans and Child in Need Plans and the child can only reasonably attend one school.
- c) Parents suffering domestic violence (This is dependent on documentary evidence by a lead professional for example a health professional, social worker, teacher/early years professional or support worker or such other appropriate person)

The Academy will make the decision during the processing period in consideration with relevant professional documentation.

- vi For criterion 6, measurement of distance of up to three decimal places will be in a straight line from the centre point of the home property to the school's main designated front gate, using a computerised geo-coded mapping system. Where there is equal distance then lots will be drawn. The drawing of lots will be undertaken by an independent person, not an employee or governor of the school.
- vii Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:
- 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 school is made; and/or
  - b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

- viii If having applied the priority criteria, if two or more applications have identical ranking lots will be drawn. The drawing of lots will be undertaken by an independent person, not an employee or governor of the school.

## **8. Out-of-Catchment Requests and Admissions**

- 8.1 Parents are encouraged to visit both the catchment and the preferred school, in order to make informed judgements.
- 8.2 If an out of catchment parent approaches Outwoods Edge Primary School the Headteacher (and other staff):
- suggest that the parent also visits their catchment school in which they live;
  - inform parents that if they still wish to apply to Outwoods Edge that they must complete an application form and submit it to Leicestershire's School Admissions Service.

Leicestershire School Admissions Service on receiving a request for Outwoods Edge Primary School outside the normal transfer cycle:

- contacts Outwoods Edge Primary School to inform them of the details of the application
- the school allocates a place if there is space available within the AN for the relevant year group or will refuse the place and inform parent their right of appeal

## **9. Exceeding the Admission Number (AN)**

- 9.1 At the time of first-time admission/transfer decisions, if there are more requests for in- catchment children than the Admission Number (AN), the Admission Number will NOT be exceeded to accommodate the catchment area children.
- 9.2 The Admission Number will **NOT** be exceeded in any one year group by the admission of out-of-catchment pupils. If there are more out-of-catchment requests than places available within the Admission Number, places will be allocated up to the Admission Number according to the priority criteria, with any outstanding requests refused.
- 9.3 Parents whose requests are refused have a right to appeal to an Independent Appeal Committee whose decisions can override Outwoods Edge's School policy. (N.B: In the case of parents whose children have an Education and Health Care Plan, the appeal is to the Special Educational Needs Tribunal.)
- 9.4 It may be that in exceptional circumstances Outwoods Edge may admit out-of-catchment pupils above Admission Number and exceed its Admission Number. These situations should be viewed as exceptional and not as precedents for subsequent years or for other schools.

Exceptional circumstances might be:

- Children who are looked after and those children who were previously looked

after children

- “Hard to Place” children whose cases fall within the Fair Access protocol  
*[For the full set of ‘exceptions’ please see para 2.15 of the National School Admissions Codes]*

9.5 There will be no appeal process to challenge the LA’s decision by a school or governing body. Outwoods Edge commissions the LA to undertake all appeals on its behalf.

## 10. **Co-ordinated Schemes**

10.1 In accordance with the School Admissions Codes, Outwoods Edge Primary School will participate in two statutory coordinated processes as well as the non-statutory process;

- Starting school for the first time (statutory)
- Transferring to secondary school (statutory)
- Mid-term (In-Year) Transfers

For a detailed breakdown of each process, please refer to the relevant Co-ordinated Scheme on Leicestershire School Admissions website.

## 11. **Miscellaneous**

Catchment area definition and how to find out the catchment area school for your home address

11.1 Leicestershire divides the county into school catchment areas. The child’s full **HOME ADDRESS** determines the school where you would be given PRIORITY admission, for all community and voluntary controlled schools.

If you wish to know if your home address falls in Outwoods Edge’s catchment area, please contact either Outwoods Edge School reception (01509 216177) or the Local Authority’s Customer Service Centre in the first instance – (0116) 3056684.

See ‘Your Guide to Education’ (both primary and secondary) at:

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

11.2 For children of UK service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, the Council will use the address at which the child will live when applying the oversubscription criteria, as long as the parent provides some evidence of their intended address. A unit or quartering address will be used as the child’s home address where a parent requests this and evidence, such as an official letter declaring the relocation, is received.

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the admission authority will:

- a) allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an office letter that declares a relocation date. This must be an official government letter issued by a government department e.g. FCDO, UKVi, DIT. We will not refuse to process an application or refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.
- b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. For example, we will use a Unit or quartering address as the child's home address where a parent requests this.

### **Parental Proof of Residence**

11.3 In determining an application for a school place, the Council on behalf of the Academy may request evidence of an address or of a move into a catchment area or arriving in the UK.

- a) Such evidence may include but not be limited to:
  - Opening Council Tax Bill;
  - Signed and dated copy tenancy agreement;
  - Copy of a letter of completion of house purchase from a solicitor.
- b) In addition to the above the following may also be asked for
  - Copy of child benefit letter;
  - Copy of current driving licence;
  - Copy of registration at GP practice or hospital consultant.
- c) Where a family has moved in with relatives or friends (including new to UK):
  - A declaration from Parents and householder / homeowner / relative / friend confirming the applicant family now reside at the address;
  - A copy of most current council Tax bill from occupier;
  - Stamped passport or visa;
  - Boarding passes.

Where the Council does not consider it has been provided with satisfactory proof of address, the application will not be processed until the Council is satisfied that adequate proof has been obtained.

### **Children with Split Residence**

11.4 Where a child lives for part of the week with one parent and for part of the week with the other parent, the address recognised by the Academy for the purposes of an application for a school place is the one where the child lives that is the address where the child permanently spends at least three 'school' nights (that is, Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence.

Where the weekly residence arrangement varies, and a child stays with both parents, on average, for the same amount of time during the school week over a four-week

period, and one parent lives in another school catchment, the parents will be required to choose one address for the purposes completing a school application. If those with parental responsibility are unable to agree on the preferences, it may be necessary for parents to obtain further legal advice. Leicestershire County Council on behalf of the academy will continue to process an application unless legal documentation is provided that states an application cannot be processed or a pending court hearing. In cases where multiple applications are received for the same child, LCC on behalf of the academy will establish where the child lives for the majority of the time. Where parents cannot agree a single address, parents will be required to seek a Court Order to determine which address is to be used. Where any claimed residence arrangement is found to be false, and the child is yet to start at the allocated school, the place will be withdrawn as it will be considered obtaining the school place on fraudulent and / or misleading grounds. In such circumstances the application will be considered afresh and determined at that time based on the correct information.

### **Over-subscription Lists**

- 11.5 In the case of first-time admissions, parents whose children have not been offered Outwoods Edge Primary School will automatically be added to the school's oversubscription (waiting) list (OSL). The OSL for admission will remain open until the end of the Autumn Term in the admission year.

The OSL is ranked using over subscription criteria listed (see para 7.2). The OSL may change, this means that a child waiting list position during the year could go 'up' or 'down'. The OSL makes no distinction between on time or late applications. Outwoods Edge Primary School will not hold over subscription lists for mid-term transfers.

### **11.6 Tie Break**

In instances where more than one child has an equal weighting in accordance with our priority criteria, the tie breaker used is straight line distance between where the home address meets a public highway to the schools designated main front gates, which whoever is closer being offered the school place. If having applied the priority criteria, two or more applications have identical ranking lots will be drawn. The drawing of lots will be undertaken by an independent person, not an employee or governor of the school.

### **Early Transfer or Admission of Children Staying on Outside the Normal Age-Range**

- 11.7 Early transfers or admission of children staying on outside the normal age-range are exceptional and must be approved by Outwoods Edge Primary School and Schools Admission Service.
- 11.8 The parent must request the exceptional arrangement in writing to Outwoods Edge and the Schools Admissions Service.
- 11.9 Outwoods Edge and other schools affected will then consider the request and the suitability of the arrangement. Expected numbers in the year group and the AN will be taken into account.

- 11.10 Professional advice (e.g. from an Educational Psychologist) on the suitability of the arrangement may be sought in some cases, but this would not override any admissions decision. If the child has an Education Health Care Plan, the view of the Special Educational Needs Assessment Service (SENA) must be sought.
- 11.11 Children transferring younger than the normal age for transfer are subject to the same priority criteria as children in the normal transfer age-group, as long as:
- the relevant schools agree that early transfer is appropriate
  - the Local Authority considers early transfer appropriate
  - the child has been taught in classes with the academic year group which is one year older for at least three years.

(N.B: this would normally exclude vertical grouping arrangements in primary schools)

### **Children who move out of the Catchment Area**

- 11.12 A child who has started attending and whose place of residence changes to an out-of- catchment address is entitled to retain his/her place in school.
- 11.13 Such an entitlement does not hold if the child changes phase of education in which case entitlement to a place is according to the new address.

### **Excluded or Potentially Disruptive Pupils**

- 11.14 Outwoods Edge Primary School does not allow the refusal of admission because the pupil may disrupt the education of other pupils, but will consider exceptions according to the School Admissions Code. The School Admissions Code allows the refusal of places for children with “challenging behaviour” only for those schools able to demonstrate particularly high proportion of children with challenging behaviour or previously excluded children. In such circumstances the Governors must refer the case to the Fair Access Protocol.
- 11.15 Outwoods Edge Primary School is not able to refuse admission where such a pupil lives in the catchment area and the parent has applied properly, and where there is a place available within the AN.
- 11.16 There is no obligation to comply with a parental preference for a child who has been permanently excluded from two or more schools, for a period of two years following the latest exclusion. Parents of such children lose their right of appeal regarding admission but may refer to the Secretary of State regarding directions to admit children.
- 11.17 It is possible that a child may receive a second permanent exclusion just before he or she is due to transfer school (e.g. from high or upper school). In these circumstances the Local Authority will expect the receiving school to admit the child, if the child’s second permanent exclusion is issued after a transfer allocation has been notified to the parent, but before the actual transfer to the new school.
- 11.18 A permanently excluded pupil must not be removed from the school register until any

exclusion review is complete or until the time limit for notification of review has passed.

### **Children with Special Educational Needs**

- 11.19 Outwoods Edge does not allow the refusal of admission because it is believed that the school cannot cater for the child's special educational needs.
- 11.20 Pupils with special educational needs but no Education Health Care Plan (EHCP) are dealt with through normal admissions policy, and schools cannot refuse to admit a pupil because he/she does not have a EHCP or is being assessed for a EHCP.
- 11.21 All Governing Bodies are required by section 324 of the Education Act 1996 to admit to a school a child with an EHCP that names the school. This is not an oversubscription criterion and schools must admit Statement EHCP children whether they have places or not.

### **Children from Overseas**

- 11.22 Outwoods Edge must treat applications for children coming from overseas in accordance with European Union law or Home Office Rules for non-European Economic Area nationals. Non statutory guidance on this is available on the website of the Department for Education.

### **Late Requests, Second Applications, Appeals (including class size appeals) and Further Appeals**

- 11.23 All requests received by 15th January (national closing date) will be considered first and in accordance with the approved priority criteria. All applications received after the closing date will be considered after those that have been received on time.
- 11.24 Ordinarily parents may only make one application for any particular school per academic year. In exceptional circumstances, and at its sole discretion, the Council may allow a further application to be made where there has been a significant and material change in the circumstances of the parent, the child or the school.

The following is a non-exhaustive list of what may be considered to be exceptional:

- change of address i.e. where the change of address is into the catchment of the school;
- new significant and material evidence has come to light in personal circumstances;
- a significant change in medical circumstances (apart from medical attention for distress or anxiety as a result of unsuccessful applications / appeals);
- there has been a significant and or material change in the circumstances of the school i.e. significant extensions / new build, an increase their PAN, increase in the number of teaching staff.

In such instances parents must provide written details of the significant and material change together with any evidence of that change. Where the significant and material change is accepted by the Admitting Authority a second application will be permitted and must be made in the usual way and will be processed in the normal manner and, where necessary, in accordance with the priority criteria.

11.25 To assist parents, every effort will be made by the school to explain the basis under which an infant class size appeal is to be considered. The legislation and regulations are extremely stringent and only allow panels hearing an infant class size appeal to uphold the appeal where the following applies:

- The child would have been offered a place if the school's admissions arrangements had been properly implemented *i.e. because of an error or maladministration,*

or

- If it is established by the panel that the school's admissions arrangements did not take into account when considering the application:

The School Admissions Code

Part 3 of the School Standards and Framework Act 1998

or

The decision was not one that a reasonable admissions authority would have made in the circumstance of the case

If an application for a school place is refused, a refusal letter is issued, which will set out the reason for refusal and the right to appeal. Parents have a right to appeal to an Independent Appeal Panel.

The decision of an Independent Appeal Panel is binding on parents and the admitting authority.

To appeal please go to the Leicestershire County Council website -

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

Where the school has made an error in any aspect of processing an application for a school place, and it has been established that had the error not occurred it would have resulted in the applicant legitimately securing a school place, the admitting authority must offer the applicant a school place, even if the school is full.

Where it has been determined the error was made by the applicant, the school will not be held responsible, i.e. an incorrect date of birth, failure to mention siblings, failure to provide supporting evidence, etc.

### **Late Appeals**

11.26 Late appeals will be disallowed unless the appellant can provide clear and convincing reasons why the preference was not expressed at the normal time or why the notice of appeal was not submitted by the normal deadlines.

### **Acceptance or refusal of offers; Withdrawal of Places or of Offers of Places**

11.27 In the normal admissions round (i.e. when offers are made for first-time admissions national offer date 16th April it will be assumed by the local authority that the offer is accepted unless it is refused. Once the academic year begins the school place should be taken up within 20 (school) days. If not, the local authority will afford the

parent a reasonable time, (the regulations state 2 weeks) plus additional 7 days for a reminder, to accept the offered place. If no acceptance is received the offered place may be withdrawn. **In addition, the local authority reserves the right to withdraw a school place, or an offer of a place where the place has been obtained by false or misleading information, for example an incorrect address or date of birth.** Outwoods Edge will be vigilant about such matters. The school may ask for a sight of the child's short birth certificate before admission as well as proof of residency.

Offers of places are also withdrawn if they were based on an address and the parent's address changes before the child is admitted. For example, if a child was offered a catchment area place and the family moves out-of-catchment before admission takes place, the offer of the place may be withdrawn.

### **Home-School Agreements**

- 11.28 The School Standards & Framework Act does not allow signing a home-school agreement to be a condition for admission.

### **Deleting a Child's Name from the School's Register**

- 11.29 The Education Pupil Registration Regulations describe the circumstances in which a child's name can be deleted from a school's register. In normal circumstances it is not reasonable to delete a child's name from the school's register until it is confirmed that he/she is receiving education elsewhere.

### **Changes of Address**

- 11.30 Principles:

- Generally, only one address is recognised for each family, and only one family for each address
- Places, or offers of places, may be withdrawn if they were based on incorrect information from the parents or their representatives
- Each case is considered on its facts.

Exceptional circumstances:

The School will always give serious consideration to any exceptional situations, such as where a family has been forced by circumstance to:

- move into temporary accommodation, having lost their previous residence,
- Or
- where there is a long-term separation between the parents and the child spends time in the week at two separate parent addresses.

Verification of address:

- Parent’s written confirmation and declarations will be sought regarding important information. Parents will be asked to verify in writing that they are residing at the address claimed and intend to remain in the catchment area. Places will be withdrawn if such declarations are subsequently found to be incorrect or not honoured and the school is oversubscribed.
- Documentary evidence such as Council Tax payment, Rental agreement or, Child Benefit letter information will be sought.
- Claims of new residence in a school’s catchment area will be judged on circumstances and the documents provided; completion of both sale and purchase, where relevant, are normally necessary before a place is allocated.
- Officers from the LA Admissions may be authorised to visit addresses to clarify whether families are living at the addresses claimed. Such visits will be undertaken in a reasonable fashion, by officers carrying appropriate identification.

### **Significant Change of Circumstances**

- 11.31 The School considers fresh information in support of a parental preference for a school place, even if it is received at a late stage in the admissions process. In normal circumstances there will be no difficulty in meeting the parent’s preference if all the school places have not been allocated.

Where the school’s places have all been allocated, the School will be unable to offer a place, but may give higher priority to the parent’s request if a place subsequently becomes available, according to the family’s circumstances, in accordance with the priority criteria.

Verification, e.g. from professional persons or bodies, may be sought from the parent to confirm a change of circumstances. In such circumstances it remains the parent’s duty to gather and provide the evidence.

### **“Relevant Areas” for Consultation Purposes**

- 11.32 Admission authorities consult within “relevant areas” on admissions arrangements. In Leicestershire, “relevant areas” are as follows:

For community and voluntary controlled schools in Leicestershire the geographical boundary of Leicestershire is the “relevant area”.

### **How and When to apply changes to a school’s Admission Number (AN)**

- 11.33 If a school’s AN is increased, this should be applied immediately to every year group in the school, unless this would have a detrimental effect on teaching and learning, e.g. limits to the number and size of rooms available or large numbers in classes.

If a school’s AN is decreased, this should be applied only to the entry year group, unless numbers in other year groups need to be restricted, for instance to comply with the infant class size limit or if there is overcrowding in other year groups.