



Admission Arrangements (Policy) for Captain's Close Primary School for Entry into School Year 2024/2025

Pupil admission policy & arrangements. This policy applies to all Discovery Primary Schools. The Headteacher is responsible for ensuring that all school specific information is completed.

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Document History

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V1.0	18/01/2019	Nathan Odom	Policy approved by the Trust Board.
V2.0	29/01/2019	Nathan Odom	Policy reviewed and approved by the Trust Board. Version and document control added.
V3.0	23/01/20	Nathan Odom	Policy approved by the Trust Board.
V4.0	03/02/21	Helen Stockill	Policy approved by the Trust Board.
V5.0	26/01/22	Nathan Odom	Updated policy presented to Trust Board for adoption, reflecting changes in National Admissions Code, September 21.
V6.0	20/10/22	Nathan Odom Katie Bassett	Updated policy presented to the Trust Board further to public consultation on updated Admission arrangements for the Trust. Arrangements and policy Adopted. Arrangements incorporated changes in the National Admissions Code, September 21.

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1. Purpose

The purpose of this policy is to set out clearly the admission arrangements for families when seeking a first time or 'in year' school place at Captain's Close Primary School. Arrangements are made in accordance with Local Authority coordinated admissions arrangements.

2. Policy statement

This policy is to comply with the statutory duty placed on Discovery Trust and its primary and junior schools to adhere to the National School Admissions Code, September 2021.

3. Definitions

This policy which follows the guiding principles and requirements of the National School Admissions Code and where the words 'must' and 'must not' represent a mandatory requirement.

4. Responsibilities

Discovery Trust has the responsibility to adhere and comply with the National School Admissions Code, 2021 working in partnership with Local Authorities.

5. Related policies

National School Admissions Code, 2021 – [Click Here](#)

6. Monitoring

This policy will be monitored by the Trust and schools for which it applies too.

7. Review

The policy will be reviewed annually by the Trust Board for determination for the following year admission intake. If any proposed changes are suggested, these need to be consulted as per the requirements of the School Admissions Code.

8. Appendix 1: Admission arrangements

1. Introduction

- 1.1 Captain's Close Primary School is a 4-11 years primary school in Asfordby providing state funded education.
- 1.2 Captain's Close Primary School is a member of the Discovery Trust.
- 1.3 The purpose of this policy is to ensure families understand the process of applying for a school place and determine how places are allocated and offered in a transparent and fair manner.
- 1.4 The school admits children into reception year from the start of the autumn term.
- 1.5 The Local Authority will make the offers of places on behalf of the Academy as required by the [School Admissions Code, 2021](#)

2. Published Admissions Number (PAN)

- 2.1 The school admits **30** pupils per year group at First Time Admissions (FTA). This is known as the Published Admission Number (PAN).
- 2.2 For FTA, Year 1 and 2, the school PAN is capped to **30** in line with Infant Class Sizes.

3. Special Educational Needs

- 3.1 Pupils with an Education, Health, and Care Plan (EHCP) will be allocated a place before other applications are considered. These allocations will reduce the number of places available.

4. First Time Admissions

- 4.1 All Discovery Schools have a single start for first time admissions at the start of the autumn term for children aged four years of age.
- 4.2 Children are offered a school place from four years of age, the autumn term following their fourth birthday. However, statutory school age is from the first term following their fifth birthday.

This means that:

- A child turning 5yrs in the autumn term must start school no later than the start of the Spring term.
- A child turning 5yrs in the spring term must start school no later than the start of the summer term.
- A child turning 5yrs in the summer term must start school no later than the start of the Autumn term. Please see more information in sections 11 and 12.

5. Making a First Time Admission Application (FTA)

- 5.1 Arrangements are made in accordance with the Local Authority's First Time Admissions Coordinated scheme. This means families must apply to the Local Authority where they live using the Common Application Form before the January 15th closing date for submissions.

5.2 Families' who are resident in other areas must apply through their home Local Authority. It is recommended that families also contact the Local Authority which the desired school is located to discuss applications.

5.3 Families are encouraged to list three choices of schools on the application form including the catchment school for that area. Contact your Local Authority to find out your catchment school(s). The closing date for first time admission applications is the **15th January** (national closing date).

5.4 Families will be informed by their Local Authority of the place given to their child on the **16th April** (national offer day) or the next working day.

5.5 The easiest way to apply for a school place at a Discovery Schools is to apply online. To apply online or speak to the Admissions Service at your Local Authority, please use the contact details below:

[Leicestershire County Council](#)

School Admissions Service - 0116 305 6684

admissions@leics.gov.uk

[Leicester City Council](#)

School Admissions Service - 0116 454 1009-option 1

admissions.online@leicester.gov.uk

[Rutland County Council](#)

Admissions Service - 01572 722 577

admissions@rutland.gov.uk

6. Late Applications

6.1 Any applications received **after** the 15th January will be considered as a late application. These applications will be considered once all other applications that were received on time have been assessed against the oversubscription criteria by the Local Authority.

7. Priority and Oversubscription Criteria

7.1 Where the school receives fewer preferences than there are available places all pupils will be offered a place.

7.2 At the point of first-time admission, if there are more requests for places than available, places will be allocated up to the PAN in accordance with the priority oversubscription criteria. All other outstanding requests will be refused subject to the provisions relating to exceptional circumstances (see point 17.3).

Priority Criteria

1st	A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
2nd	Pupils that live in the catchment area of the school.
3rd	Pupils that have an older sibling attending the school at the same time, regardless of if they live in the catchment area or not.
4th	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).
5th	Children of staff at the school.
6th	Pupils living nearest to the school measured in a straight-line distance (home to school front gate).

Notes on Priority Criteria

1st	A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions as prescribed in Section 22(1) of the Childcare Act 1989 at the time of making the application. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to residence order 19 in special guardianship order). In such circumstances, a letter from the last Local Authority in which the child was in the care of will be required. It also includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2nd	The child's place of residence is taken to be the parental/guardian home. Living in the catchment area does not guarantee you a place at your catchment school.
3rd	The term "siblings" includes brothers or sisters, half brothers or sisters, stepbrothers, 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/guardian has parental responsibility. To have a sibling at the school at the time of allocation means that both siblings will be on school roll concurrently.
4th	Professional supporting documentation from the Lead Professional must be supplied and must be submitted with the application. The following list are the areas that are considered exceptional: <ul style="list-style-type: none"> • Children of Crown Servants • Children subject to Child Protection Plans • Parents/guardian suffering domestic violence. This is dependent on documentary evidence by a Lead Professional.
5th	Children of staff who (a) have worked in the school over two years, or (b) have been recruited to fill a post for which there is a demonstrable skills shortage.
6th	Measurement of distance is in a straight line from the centre point of the home property to the school's main designated front gate, using a computerised mapping system.

8. Tie Break

8.1 If any applicants live exactly the same distance from the school, they will be prioritised by the drawing of lots, supervised by an independent officer. This will be carried out by the presiding Local Authority. Where children of multiple birth (twins, triplets etc) are tied for the final place, we will admit such siblings even if this means exceeding the school's PAN.

8.2 If a tie-break is necessary to determine which child is admitted, the allocation of a place will be determined first by proximity to the school with those living nearest to the school being given priority. Measurement of distance is in a straight line from the centre point of the home property to the school's main designated front gate, using a computerised mapping system administered by the Local Authority.

9. Withdrawal of Allocated Places

9.1 The Local Authority for Captain's Close Primary School may withdraw places once offered in the following circumstances:

- Where it is determined that the places were offered in error.
- Where the offer was obtained through a fraudulent or intentionally misleading application.
- Where the family has not responded to the offer within the designated reasonable amount of time (20 school days)

10. Fair Access Protocol

10.1 Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced, vulnerable children are offered a place at a suitable school as quickly as possible. Captain's Close Primary School will comply with Local Authority's Fair Access Protocol. This may mean admitting children above the PAN.

11. Deferred & Part-Time Entry into school

11.1 Deferred Entry

A family can defer the date of their child's admittance into school 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 which the application was made for. The request for deferred entry should be made in writing to the school and accompanied where possible with lead professional documentation supporting the application. Deferred entry should be indicated on the Common Application Form.

11.2 Part Time Entry

Where a family wishes, a child may attend school part-time until later in the school year but not beyond the point at which they reach compulsory school age. The place at the school will be held open for the child and not made available to another child until the end of the academic year the place was applied for. Part-time entry should be indicated on the Common Application Form.

12. Admissions of Children Outside Their Normal Age Group

12.1 Families may request that their child is admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. The request for delayed entry should be made in writing to the school and accompanied where possible with lead professional documentation supporting the application.

12.2 Families of summer born children 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 – to reception year rather than year one. (Children born between 1st April and the 31st August are classed as summer born).

- 12.3 If families of a summer born children wish to defer until entry of the start of year one, they must make a new in-year application. If the families of summer born children wish for their child to start in reception a year later, and therefore be admitted outside their normal year group, they must request delayed entry as part of their Common Application Form.
- 12.4 When requests for entry outside of a child's normal age group are made, the school will base its decision on what is best for the child. The school will take into consideration the views of the family, headteacher and other professionals involved, using any supporting evidence.
- 12.5 To maintain fairness and consistency of approach, each case will be assessed using the following process and principles:
- An early discussion with the families, headteacher and other appropriate professionals (for example Education Psychologist) as necessary, supported by existing documentation.
- 12.6 If it is agreed to delay the child's entry in to school, this allows families to re-apply a year later along with other children; it does not mean a place will be held or guaranteed.
- 12.7 Families have the statutory right to appeal against the refusal of a place at the school for which they have applied. This right does not apply if the child is offered a place at the school, but it is not in the preferred age group.

13. In Year (Mid-Term) and casual Admissions

- 13.1 Mid-Year application arrangements are made in accordance with the Local Authority's Mid-Term Admissions Coordinated scheme 2022/2023. This means families must apply to the Local Authority where they live using the Common Application Form. It is recommended that families also contact the Local Authority which the desired school is located in to discuss applications.

[Leicestershire County Council Mid Term Coordinated Admissions Scheme](#)

[Leicester City Council](#)

- 13.2 Where there are multiple in-year admissions and the school do not have sufficient places for every child who has applied for one, places must be allocated based on the oversubscription criteria in the determined admission arrangements only.
- 13.3 If places are available in the relevant year group they will be allocated. In determining whether a place is available, consideration will be given to whether the admission of a further child would prejudice the efficient provision of education and the efficient use of resources.
- 13.4 Where it is determined that a place must be refused, a refusal letter will be sent from the Local Authority to explain to the family their right to appeal, and how they should do this.

14. Over Subscription/Waiting Lists (OSL)

- 14.1 Families whose child have been refused a place will automatically be added to the Over Subscribed List (OSL) unless a higher preference school has been offered. The waiting list will be maintained until the end of the Autumn Term (31st December) after which it will be cleared. **The OSL will be maintained by the home Local Admission Authority.**

- 14.2 A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria. This means that names can move down the list if someone applies later but fits into a higher criterion.
- 14.3 Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

15.Children of UK Service Personnel and Crown Servants

- 15.1 For families of service personnel with a confirmed posting, or crown servants returning from overseas, the academy is required by Admissions Law to:
- 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 official letter that declares a relocation date. The Trust will not refuse to process an application and must not refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.
 - Use the address at which the child will live when applying the oversubscription criteria, as long as the family provide some evidence of their intended address. We must use a Unit or quartering address as the child's home address when considering the application against the oversubscription criteria, where a family request it.

16.Children Who Have Been Permanently Excluded Twice or Display Challenging Behaviour

- 16.1 Where a child has been permanently excluded from two or more schools there is no requirement for the Trust to comply with preferences of the family for a period of two years from the last exclusion.
- 16.2 The Trust will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry, except for where paragraph 15.1 applies.
- 16.3 Where the school receives an in-year application for a year group that is not the normal point of entry and there is good reason to believe that the child may display challenging behaviour, we may refuse admission and refer the child under the Fair Access Protocol. This may be the case if the cohort has a particularly high proportion of either children with challenging behaviour or previously permanently excluded pupils on roll compared to other local schools, and therefore we consider that admitting another child with challenging behaviour would prejudice the provision of efficient education or the efficient use of resources.

17.Exceeding the PAN

- 17.1 The PAN only applies to the normal year of entry which is Reception year. This means that the Trust may not refuse admission to other age groups on the grounds that they have already reached their PAN. The Trust may, however, refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources in that year group. This includes Infant Class Size prejudice at any point of admission where the admission of a pupil would mean there were more than 30 pupils to one teacher.
- 17.2 The PAN can be exceeded under very limited exceptional circumstances such as:
- Looked After and Previously Looked After Children,

- Children with an EHCP naming the school,
- Children who are the subject of a successful appeal,
- Children admitted through the Fair Access Protocol.

In such circumstances:

- Families submit their application in the usual manner.
- Where the school wishes to exceed its admission number to accommodate exceptional circumstances the Trust will inform the Admissions Service.

17.3 Any admissions above the PAN will not constitute an increase to the PAN.

18. Appeals

18.1 All applicants refused a place at the school have a statutory right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

18.2 Appeals will be dealt with by the Local Authority and details of how to appeal, including timescales, can be found on the relevant Local Authority website as detailed below:

[Leicestershire County Council](#)

18.3 Any appeal will be heard by an independent appeal panel whose decisions can override the Admissions Policy. The panel will decide whether to uphold or dismiss the appeal.

18.4 Where the panel upholds the appeal the school is required to admit the child.