



**BROCKS HILL  
PRIMARY**  
Lionheart Educational Trust



**HALLAM FIELDS  
PRIMARY**  
Lionheart Educational Trust



**RIVERSIDE  
PRIMARY**  
Lionheart Educational Trust



**HIGHCLIFFE  
PRIMARY**  
Lionheart Educational Trust

## **ADMISSIONS POLICY**

**2025 – 2026**

**Admissions Lionheart Educational Trust: Primary Schools (Brocks Hill, Hallam Fields, Highcliffe and Riverside) via Leicestershire County Council Children and Young People's Service**



## First Time Admissions & Mid Term Transfers 2025/2026

### 1. Principles

- 1.1 The purpose of the policy is to ensure that places at Lionheart Educational Trust Primary Schools are allocated and offered in an open and fair way.
- 1.2 Lionheart Educational Trust: Primary Schools' 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

### 2. Legal Position & Other Requirements: Summary

- 2.1 Lionheart Educational Trust 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 Lionheart Educational Trust: Primary Schools 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

Please note that parents have the right to full time education from the September after their child's fourth birthday

- 2.5 Brocks Hill Primary School has an Admission Number (AN) of **60**.  
Hallam Fields Primary School has an Admission Number (AN) of **30**.  
Highcliffe Primary School Primary School has an Admission Number (AN) of **60**.  
Riverside Primary School has an Admission Number (AN) of **60**.



### 3. First Time Admissions to mainstream Lionheart Educational Trust: Primary Schools (Brocks Hill, Hallam Fields, Highcliffe and Riverside)

- 3.1 This section refers to first-time admissions (4+ entries)
- 3.2 Parents must apply to their home Local Authority for a school place. 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 applications received after the closing date will be considered after those that have been received on time.**

#### **Admissions Timeline Primary:**

- 15 January – Closing date for applications to the Local Authority (LA).
  - 28 February – Publication of appeals timeline on LA website.
  - 16 April (or next working day) – National offer day for First Time Admissions and Infant-Junior Transfers.
  - April to August – Appeals process and outcomes.
  - August – New intake starts at school
- 3.3 The Local Authority that you live in will confirm decisions to parents from 16<sup>th</sup> April (national offer date). 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) (Brocks Hill 60, Hallam Fields 30, Highcliffe 60 and Riverside 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.
- 3.7 Date of admission for all first-time admissions is from the September immediately following a child's fourth birthday i.e. all children who have turned 4 before the end 31 August. Pre-admission visits will only take place in the term before the child is admitted to the school.

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

- 4.1 There is a requirement to limit infant class sizes to 30 children for each qualified teacher. This applies to reception, Year 1 and Year 2 classes i.e. children aged 4 to 7. The National Regulations on infant class sizes allow very few exceptions (see para 2.16 National School Admissions Codes September 2021).
- 4.2 In the unusual event of there being one space available within the infant class size limit, children of multiple births are permitted exceptions to the class size limit in these circumstances. In addition, all the following are also considered as exception to the class size limits:



- 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.

Permitted class size exceptions will remain exceptions for the duration of key stage one.

## 5. Deferring First-Time Admission

- 5.1 When a child's parents are notified of the allocation of a primary school place, they can inform the school of their decision to defer their child's admission until their child reaches compulsory school age.
- 5.2 Parents can also inform the school that their child will attend 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.
- 5.3 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.
- 5.4 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.

## 6. Admission of Children Outside their Normal Age Group

- 6.1 Parents may seek a place for their child outside of their normal age group: For example, if the child is gifted and talented or has experienced problems such as ill-health.
- 6.2 Parents of a summer born child (ie children born between 1<sup>st</sup> April and 31<sup>st</sup> August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group ie reception rather than year 1.



- 6.3 To request a delayed entry parents are required to make an application for their child's admission to their normal age group at the usual time in accordance with this policy and at the same time to submit a request to the admission authority for admission out of the normal age group.
- 6.4 Decisions will be made by the Admissions Authority on the basis of the circumstances of each case and in the best interests of the child concerned. This will take into account:
- Parents' views
  - Information about the child's academic, social and emotional development
  - Where relevant the child's medical history and views of medical professionals
  - Whether the child has previously been educated outside of the normal age group
  - Whether the child may have fallen into a lower age group if the child had not been born prematurely

The views of the Head Teacher of the School concerned must be taken into account

- 6.5 Decisions made by the Admissions Authority will clearly be set out, and when informing a parent of the decision on which year group the child should be admitted to the reason(s) will be given.
- 6.6 Where the admitting authority agrees to the parents' request for their child to be admitted to a year outside of their normal age group it will be necessary for the parent(s) to apply again for a place at the appropriate time, and as a consequence the child will be admitted to the relevant age group. The application will be processed as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of determined admission arrangements only including the priority criteria when this applies.
- 6.7 One admission authority cannot be required to honour a decision made by another. Upon transfer it will be a matter for that admission authority.
- 6.8 Parents' statutory right of appeal against or refusal of a place at a school for which they have applied does not apply if they are offered a place at the school but it is not their preferred age group.

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

- 7.1 All mid-term transfer requests (in-catchment included) will be coordinated through Leicestershire's School Admissions Service on behalf of Lionheart Educational Trust.
- 7.2 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 (paper forms are available on request).
- 7.3. 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 (5 days if child is indicated as in care or previously in care), delays may occur where further evidence or proof is required i.e. proof of house purchase, tenancy agreement, council tax payment notification for proof of address.



- 7.4 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 or efficient use of resources. A refusal letter will also explain to the parent their right to appeal, and how they should do this.
- 7.5 Lionheart Educational Trust may refuse to admit an in year transfer where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

## 8. Parental Preferences & Criteria used for Oversubscription Purposes

- 8.1 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. All applications received after the closing date will be considered after those that have been received on time unless it can be demonstrated with documentary evidence that the lateness of the form was beyond your control.

### 8.2 Oversubscription criteria for entry Autumn 2025 admissions and mid-term applications during 2025 / 2026 academic year

*All children with an EHCP where the school is named will automatically be provided with a place at the school.*

If there are too many requests, priority will be given to children whose parents applied on time, in the following order:

<b>1st</b>	Children who are looked after and previously looked after children. (See note i).
<b>2nd</b>	Pupils who will have an older brother or sister attending <b>the school applied to</b> at the same time who live in the same house. (See note ii).
<b>3rd</b>	Pupils who live in the catchment area at the time of application and admission. The catchment map can be found under admissions on the relevant school website.
<b>4th</b>	Other pupils by distance from the school, with priority for admissions given to children who live nearest to the school as measured in a straight line from the centre point of the home property to the school's main designated front gate using a computerized mapping system

#### Notes:

- i. The School Admissions Code 2021 states that all 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).

ii. 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.

8.3 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.



- 8.4 Within a category, should PAN be reached, distance from the school will be used to decide who has the highest priority for admission. On the rare occasion where the distance between two children's homes and the school is the same a process of random allocation (drawing lots) will be used as a tie break. This process will be independently verified.
- 8.5 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>

## 9. Withdrawing an offer or a place

- 9.1 Lionheart Educational Trust: Primary Schools will withdraw the offer if:
- It has been offered in error
  - A parent has not taken up the place and not responded within a reasonable period of time indicating they want the place.
  - It is established that the offer was obtained through fraudulent or an intentionally misleading application.
- 9.3 Lionheart Educational Trust may ask for proof of the following on application in some circumstances e.g. where proof of residency is unclear on the application
- 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 has looked after immediately prior to that order being made.
- 9.2 The length of time a child has been attending the school will also be taken account and a place will only be withdrawn if the child has attended the school for under one term in length.

## 10. Over-subscription Lists

- 10.1 Parents whose children have not been offered a place at a Lionheart Primary School will automatically be added to the school's oversubscription waiting list. The list for First Time Admission (4+) will remain open until the 31<sup>st</sup> December in the admission year.
- 10.2 The oversubscription list is ranked using over subscription criteria listed. The order of the list may change, e.g. when a new child applies to the School, this means that a child waiting list position during the year could go 'up' or 'down'. Lionheart Educational Trust makes no distinction between on time or late applications.





## 11. 2<sup>nd</sup> Applications

- 11.1 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.

## 12. UK Service Personnel

- 12.1 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 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 official 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.