LIONHEART
EDUCATIONAL
TRUST

Admissions Policy

2024-2025

Contents

Purpose of this policy 3
Applying for a place 3
Admission numbers 3
Infant Class Size 4
Oversubscription criteria 4
Tie Break Criteria 6
Children with Education Health and Care Plans (EHCP) (Special Educational Needs and Assessment (SENA)) 7
Right to appeal 7
Withdrawing an offer or a place 8
Waiting list 8
Children of UK service personnel (UK Armed Forces) 8
Children from overseas 9
In year applications 9
Delayed start of school for summer born children 9
Children with challenging behaviour 9
Human Rights Act 1998 10
The Admissions Timeline 10
Catchment Area Map 11
Catchment Area Map for Secondary academies within the Trust 12

LIONHEART EDUCATIONAL TRUST – ADMISSIONS POLICY

For entry in August 2024 and in-year from August 2024. The admission authority is Lionheart Educational Trust: Namely:

Broom Leys Primary

The Castle Rock School

The Newbridge School

The Trust is also responsible for arranging an independent appeal against refusal of a place at the school. The Trust has appointed the Local Authority (LA) to manage its Admissions on behalf of the Trust. Pupil Admission Number (PAN) is deemed to be the maximum number of children to be admitted in each year group.

Purpose of this policy

The purpose of the policy is to ensure that places at Lionheart Educational Trust academies are allocated and offered in an open and fair way.

Applying for a place

A parent can apply for a place for their child at any state-funded school in any area. Parents apply to the local authority in which they live for a place at Lionheart Educational Trust academies and any other preferred schools.

For standard entry in August to any Lionheart Educational Trust primary academy, the annual closing date is 15 January for a place the following academic year (see below for in year applications).

For standard entry in August to any Lionheart Educational Trust secondary academies, the annual closing date is 31 October for a place the following academic year (see below for in year applications).

Admission numbers

The Published Admission Number (PAN) for entry i.e. First Time Admission (4+) and Secondary Transfer (11+) in August at Lionheart Educational Trust is:

Broom Leys Primary – Reception **90**
The Castle Rock School – Year 7 **250**
The Newbridge School – Year 7 **180**

Lionheart Educational Trust academies will admit this number of pupil to our academies if sufficient applications are received. All applicants will be admitted if these numbers or fewer apply.

If any Lionheart Educational Trust academy is undersubscribed, any parent that applies to the academy will be offered a place. If oversubscribed, oversubscription criteria will apply unless the application meets the requirements of the Fair Access Protocol.

Infant Class Size – Broom Leys Primary School

Infant Classes (Foundation Stage, Year 1 and Year 2) must not exceed 30 children per teacher (as defined by the section 4 of the School Standards & Framework Act 1998). Applications for year groups which would cause that number to be exceeded will be refused. That includes where admission would cause the infant class size limit to be breached in the future or any in-year applications which would cause any class size to exceed 30.

The exceptions to the Infant Class Size regulations 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.

Oversubscription criteria

The following criteria will be used to allocate places (in the order listed below). Where there are more applications than places or there is a tie, distance will be used to determine which application should be offered the place, if they still have identical ranking then lots will be drawn:

1. 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).

2. Children with a sibling attending the Trust academy at the time of application.
   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.

3. Children living permanently in the Trust's catchment area. A map is available at the end of this policy.

4. Children currently attending a feeder primary school. The designated feeder schools and joint feeder schools are:

   - All Saints CE Primary School
   - Belvoirdale Primary School
   - Broom Leys Primary School (part of Lionheart Educational Trust)
   - Ellistown Community Primary School
   - Holy Cross Catholic Primary School
   - Hugglescote Primary School
   - Ibstock Junior School
   - Dove Bank Primary School
   - New Swannington Primary School
   - Saint Clare's Catholic Primary School
   - Swannington Primary School
   - Thringstone Primary School
   - Warren Hills Primary School
   - Whitwick St John the Baptist CE Primary School

Criterion 4 only applies to secondary schools within the Trust and NOT Broom Leys

5. Children starting at a primary school with a sibling attending at the same time in the feeder secondary school. 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.

6. Children of staff at the academies:

- 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 to the school is made, and/or
- the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

7. Children who live nearest to Trust academy that they are applying to 'as the crow flies'. 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.

8. 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.

Tie Break Criteria

Where the number of applications exceeds the number of places available, children will be put in priority order by using highest criterion and distance. Distances are measured in a straight line from the centre point of the property to the school's main designated front gate, using a computerised mapping system (Geocoding).

Where there is equal distance then lots will be drawn. The drawing of lots will be undertaken by an independent person, not an employee or governor of the school.

In determining an application for a school place, the Council on behalf of the Academy may request evidence of an address, date of birth (Birth Certificate) and Looked after Status e.g. Adoption Order, Child Arrangement Order, Special Guardianship Order.

For Addresses
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.

All preferences are collated. Parents then receive an offer from the local authority who are the Trust's Admissions Consultants. Parents/Carers will be advised which a place is available on 1 March for secondary academies or 16 April for primary academies or the first working day thereafter in the year in which the child will be admitted.

Children with Education Health and Care Plans (EHCP) (Special Educational Needs and Assessment (SENA))

All applications that have an EHCP will be forwarded to SENA for their consideration and processing. Any child with an Education, Health and Care Plan that names the academy will be admitted.

Right to appeal

All Parents have the right to appeal against any decision to refuse admission. The Trust will the Local Authority Appeals process. The decision of an Independent Appeal Panel is binding on parents/carers, the Council and the local governing body of the academy. Details of this process can be found at: https://www.leicestershire.gov.uk/education-and-children/schools-colleges-andacademies/school-admissions

The local authority, on behalf of Lionheart Educational Trust, will set out the reasons for the decision, confirm that there is a right of appeal and explain the process for hearing such appeals. An independent appeals panel will be established to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, the Trust's academy is required to admit the child.

When a parent is informed of a decision to refuse their child a place at the school, correspondence will include:

- The reason why admission was refused.
- Information about the right to appeal.

- The deadline for lodging an appeal.
- The contact details for making an appeal.

Parents will be informed that, if they wish to appeal, they must set out their grounds for appeal in writing.

Withdrawing an offer or a place

Lionheart Educational Trust will withdraw an offer if:

- It has been offered in error.
- A parent has not responded within a reasonable period of time to accept the offer of a place (the parent will be notified that the offer may be withdrawn and given an opportunity to respond and explain).
- It is established that the offer was obtained through a fraudulent or intentionally misleading application.

Lionheart Educational Trust will not withdraw a place once a child has started at any Trust academy, except where that place was fraudulently obtained.

Waiting list

If any Trust academy is oversubscribed, the local authority, on behalf of Lionheart Educational Trust, will maintain a clear, fair and objective waiting list. Priority will continue to be based upon the oversubscription criteria until 31st December, after which the list will be dissolved.

Priority will not be given to children based on the date their application was received or when their name was added to the list.

Parents of gifted and talented children, those with special educational needs or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. The Trust's academies will make decisions on the basis of the circumstances of each individual case, informing parents of their statutory right to appeal. This right does not apply if they are offered a place in another year group at any Trust academy.

Children of UK service personnel (UK Armed Forces)

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.

Children from overseas

Lionheart Educational Trust will treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals.

In year applications

Lionheart Educational Trust have appointed the Local Authority (LA) as our Admissions consultants who will, on receipt of an in-year application, manage the Trust's In Year application process. Any In year applications should be made via the LA online application system:

- Allocate a place if one is available.
- Inform parents of their right to appeal against the refusal of a place.

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.

Delayed start of school for summer born children

For delayed start requests for primary summer born children Lionheart Educational Trust is fully compliant with the government Admissions code. Parents/carers are asked to contact the relevant academy and Head to discuss any delayed request in writing directly.

Children with challenging behaviour

The Trust will not refuse to admit children in the normal admission round on the basis of their poor behaviour elsewhere except where the child has been permanently excluded from two or more schools.

Lionheart Educational Trust participate in the Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly. However, there is no duty for any Trust academy or other admission authorities to comply with parental preference when allocating places through the Fair Access Protocol.

Where the Trust does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it will refer the case to the local Inclusion Partnership under the Fair Access Protocol. A fair access referral is only appropriate when the school is able to demonstrate a high proportion of children with challenging behaviour are already on roll. The Trust will not refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs.

Human Rights Act 1998

The Human Rights Act 1998 confers a right of access to education. This right does not however extend to securing a place at a particular school. The Trust will consider parents' reasons for expressing a preference when making admission decisions, though this may not necessarily result in the allocation of a place.

The Admissions Timeline

Admissions Timeline Secondary Transfer:

- 31 October Closing date for applications to the Local Authority (LA)
- 28 February Publication of appeals timetable on LA website
- 1 March (or next working day) National offer day for secondary school places
- April to August Appeals process and outcomes
- August New intake starts at school

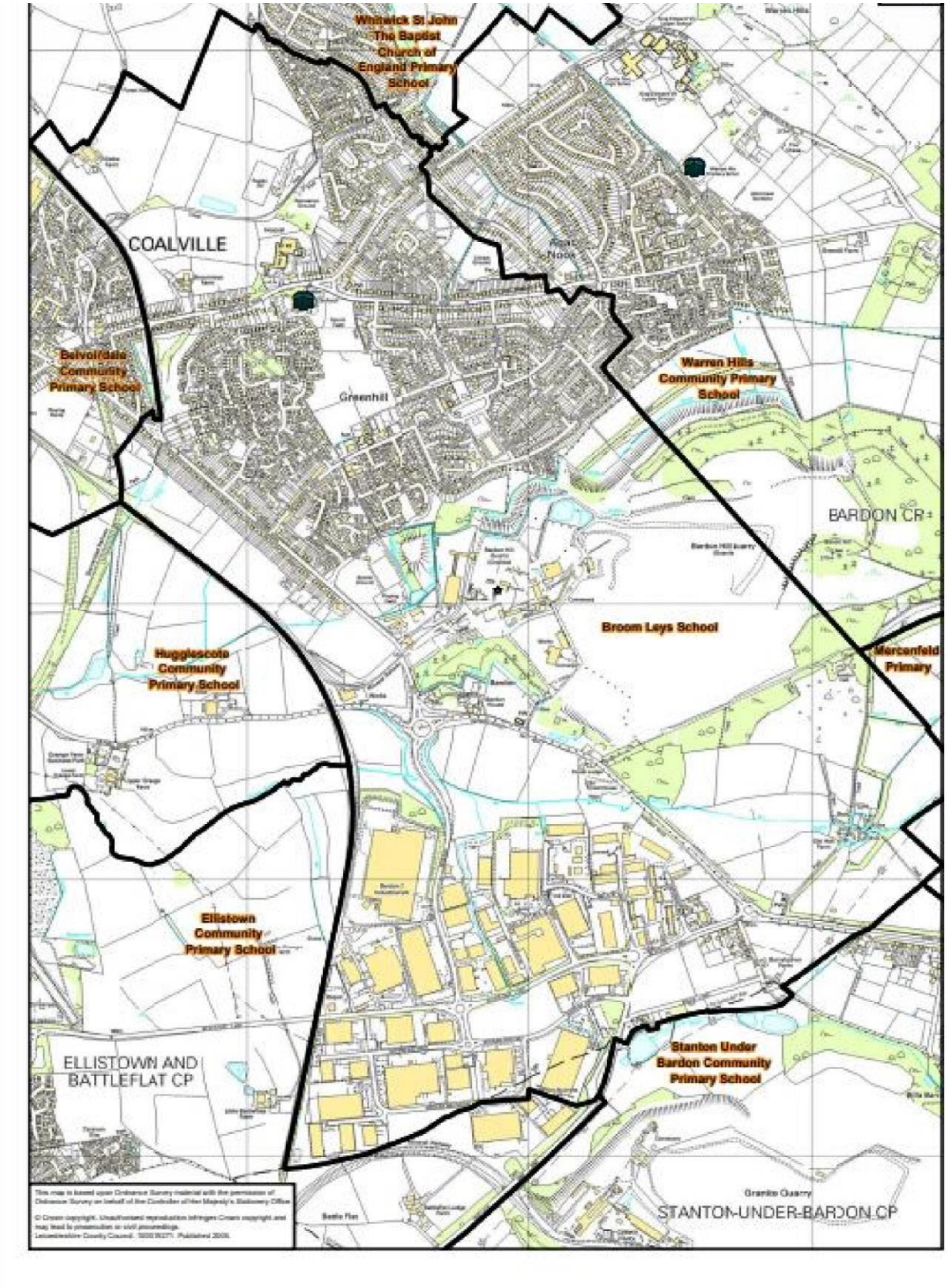
Admissions Timeline Primary:

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

Anyone who considers that Lionheart Educational Trust's arrangements are unlawful can make an objection to the Schools' Adjudicator. Objections must be referred to the Adjudicator by 30 June in the determination year. Further information on how to make an objection can be obtained from the Office of the Schools' Adjudicator:

https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator

Catchment Area Map



Catchment Area Map for Secondary academies within the Trust

