



*“Loving and Learning for Life, as Jesus taught us.”*

**Leonard Stanley C of E Primary School**

**Determined    ADMISSIONS POLICY  
2026**

**Title: Admissions Policy**

**Person(s) who created policy: Governing Body**

**Date reviewed: September 2024**

**Review Frequency: Annual**

**Date for next review: September 2025**



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**LEONARD STANLEY C.E. (Aided) PRIMARY SCHOOL**

**ADMISSIONS POLICY 2026**

The Governors are responsible for the admissions to this Church of England Aided School, and have agreed with the Local Authority (LA), that the Published Admission Number for the Reception Year at the school is 30.

Where the number of applications exceeds the Published Admissions Number, places will be offered in accordance with the following criteria, being those advised by the Local Authority. These are listed in order of priority:

1. A 'Looked After Child (LAC)' 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. A 'Previously Looked After Child' (PLAC) is a child who is looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after. An 'Internationally Adopted Previously Looked After Child (IAPLAC)' is a child who appears (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

- (a) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).
- (b) Under the provisions of section 12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.



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- (c) See Section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).
- (d) 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.
- 2. Siblings: Children who will have a sibling attending the school when the child is admitted. (N.B. We define siblings as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parents/carers partner; in every case the child must be living in the same family unit – at the same address).
- 3. Children with the strongest geographical claim, measured in a straight line from the Ordnance Survey Point of the child’s home address (including flats) to the Ordnance Survey Point of the school using the LA’s computerised measuring system, those living close to the school receiving higher priority.
- 4. Where any particular category at points 1-2 is oversubscribed, criterion 3 (strongest geographical claim based on straight line distance) will be used to determine which child will be offered a place. In the event of a tie between two or more children when applying criterion 3 (strongest geographical claim based on straight line distance) where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by the Governing Board, which must be supervised by someone independent of the school.

### **Waiting Lists**

If the school is oversubscribed, a Waiting List will be held for at least the first school term (i.e. until December half term). The Waiting List will be prioritised according to the school’s oversubscription criteria. Priority will be updated as children join or leave the list.



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### **Fair Access Protocols**

The School has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedent over any child on the Waiting List.

### **In-Year Admissions**

In year applications are all those made outside the normal round of admissions for children of compulsory school age i.e. those applications made during the academic year for a school place in Reception through to Year 6. To apply for a place at Leonard Stanley Primary School, parents should therefore contact the school in the first instance.

### **SEND**

Children who have an Education, Health and Care (EHC) Plan are placed in schools through the arrangements set out in the SEN Code of Practice and not through any admission criteria. Governing bodies are required by Section 324 of the Education Act 1996 to admit a child with an Education, Health and Care plan that names the school, even if the school is full. Parents of children with EHC should contact their child's casework officer for any further information.

### **Transport**

There are no school arrangements for school transport to Leonard Stanley Primary School.

### **Admission of Summer Born Children for Reception Entry for Leonard Stanley C.E. Aided Primary School**



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The Governing Board of Leonard Stanley C.E. Primary School acknowledges the updated advice from the Department of Education that occasionally parents/carers of “summer born” children (born between 1 April and 31 August) may request to start the Reception Class of a school a whole academic year later. The Governing Board will make a decision on behalf of Leonard Stanley C.E. Primary School. We follow the Local Authority process which states that parents can only apply for a Reception place at a school once and must apply for a place during the standard application process timeline for their chronological year group, stating their reasons for requesting deferred entry to the following year.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child’s academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for
- being born prematurely.

The school will consider each case on its merits, taking into account the individual offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same



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time. An application from a child who would ‘normally’ be a year 1 child for a year R place will be considered alongside applications for year R.

### **Normal Admission Round**

The term ‘normal admissions round’ refers to all applications for admission to the main year of entry of the school i.e. Reception for Infant and Primary Schools. Applications made during the normal admissions round will be made in advance of the academic year in which the child is due to start at the new school. Children entitled to a full-time place, however, may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

### **Appeals**

#### Appeals Procedure:

If the Governors are unable to offer your child a place because of over subscription you as a parent have a right of appeal. You should notify the Clerk to the Governors of Leonard Stanley Church of England Primary School within 20 days of receiving the letter which will give the grounds for refusing a place. As a parent you will have an opportunity to submit your case to an independent appeals panel. You must set out your grounds for the appeal in writing. You will normally receive at least 10 days' notice of the time and venue for the appeal hearing where you will be able to present your case in person. Decision letters will be sent within 5 school days of the hearing wherever possible.

### **Address definition**

The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared



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responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child.