



## Christ Church & St Peter's C of E Primary School, Mountsorrel

### Admissions Policy for 2025/2026

#### Overview

Christ Church & St Peter's Church of England Primary School, Mountsorrel, is an Academy within the [RISE Multi-Academy Trust](#). Within RISE, Directors are the Admissions Authority. Responsibility for the operation of this policy is delegated to the Local Governing Body of the academy.

In formulating this admissions policy, the (Local) Governors consulted with Leicester Diocesan Board of Education, other Diocesan Board of Educations, local academies, Leicestershire County Council and the required governing bodies of community and voluntary controlled schools for which the Local Authority is the admission authority. This policy is reviewed by the Governors each September in line with the legal timelines for admissions.

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.

Furthermore, admissions practice in RISE MAT schools reflects the [Vision of the Leicester DBE](#), which states:

***Inclusive:** Like Jesus himself, our schools are 'scandalously inclusive'. Children and families from all faiths and none are welcomed, respected and cherished. Serving the community in which they are placed, our schools exemplify, 'love your neighbour'.*

Department for Education guidance on admissions and appeals is contained in [The School Admissions Code \(2021\)](#) and the [School Admissions Appeals Code \(2012\)](#).

The school/academy aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. Parents (1) have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

Christ Church & St Peter's C of E Primary School serves the catchment area shown in the attached Appendix 1.

The admissions authority will set a published admission number (PAN) which indicates the number of places available within the year(s) of entry. This information will explain how places will be allocated until the PAN is reached. Our published admission number (PAN) for Reception (EYFS/Foundation) 2025/2026 is 58 pupils. The decision will be to refuse all applications that would lead to admission of pupils above PAN. A non-statutory admissions limit has been set for all other year groups

Our designated catchment area does not prevent parents/carers who live outside this area from expressing a preference for our school. In the event of insufficient places being available, places within a particular year group will be allocated in line with the priority criteria listed below. Entitlement to a place in the school is dependent on the parents/carers applying at the appropriate time and (for infant submissions) on compliance with infant class size regulations (2). If a child moves into the school's designated catchment area once allocation decisions have been made, they will not be offered a place in the school if the published admission number for that year has been reached but will have the right to appeal.

### **Applying for your child's first admission to school**

Applications for places for the reception class need to be registered by completing the online Local Authority common application form (available from [www.leics.gov.uk/admissions](http://www.leics.gov.uk/admissions) via their Citizen Portal).

The closing date for primary school applications is **15 January 2025**. You can still apply online after that date, but results won't be made available on offer day which is 16<sup>th</sup> April or the next working day after this date.

The decision of the school's Admissions Committee will be notified to parents/carers by the Local Authority. The closing date for Local Authority applications and the notification of the decision are in accordance with the Co-ordinated Admissions Scheme (3). Late applications will not be offered a place within the school if the infant class has twenty nine pupils, regardless of distance to the next nearest available school. Any application received after the closing date will be treated as a mid-term application and places will be allocated according to the school's admissions criteria and published admission number (PAN) for that year.

### **Admission of children below compulsory school age and deferred entry**

Upon notification of a school place being offered, a child is entitled to a full-time place in the September following their fourth birthday. Parents of all children in the Reception year may request part-time attendance and a deferred start to their schooling. Children could attend part-time until the start of the term after their fifth birthday and they may also defer starting school until the commencement of the term after their fifth birthday. Parents should make this request in writing, following consultation with the Headteacher. It is only summer-born children who do not legally have to start school until the September following their fifth birthday. If the parents of a summer-born child wish their child to start school the following year in the Reception class, this must be agreed with the school and parents/carers should withdraw the application for the current year. Parents/Carers should then make a fresh application for a place during the normal application round in the following year. The agreement to place a child out of normal age group does not guarantee a place. If the request is refused parents do not have a right of appeal provided a place has been offered in the normal age group.

Where a child has failed to attend school by the start of the summer term in the school year for which the original application was made, parents will have to submit a new application unless there are exceptional circumstances which have prevented the child from doing so. Where there are no exceptional circumstances any application will be treated as an in-year application. This includes children who are born during the summer term from April through to the end of August (01/04/2024-31/08/2024) who can apply to start school in the following academic year when the child has actually turned 5.

Exceptional circumstances will include a child who has been unable to attend school because of medical reasons (i.e. hospitalisation, operation recovery that has taken up to two school terms).

We would actively encourage parents to work in close partnership with the Head Teacher to ensure entry to school meets the needs of the child. If parents are considering delayed entry they should contact the Head Teacher at the earliest opportunity.

Decisions will be made by the trustees/governing body taking into account advice from the headteacher who will make the decision in the best interests of the child.

This will take into account:

- parents' views;
- information about the child's academic, social and emotional development;
- where relevant their medical history; or any views of medical and other professionals;
- whether they have previously been educated outside of their normal age group;
- whether they may have fallen in to a lower age group if the child was not born prematurely; and
- the views of the Head Teacher of the school concerned.

### **Oversubscription Criteria**

Please note as specified in our overview this will only come in to effect if we have more applications than our PAN of 58.

Children with an Education, Health and Care Plan (EHCP) naming the school/academy will be admitted even if this means exceeding the agreed PAN. Otherwise, when there are more applications than there are places available, the governors will admit pupils according to the following criteria, which are listed in order of priority. If there are fewer applications than places, then no application is refused. If there are too many requests, priority will be given to children whose parents/carers applied on time, in the following criteria which are listed in order of priority:

1. Children who are in public care 'looked after children' (4) or those who were previously looked after, including those who appear (to the admissions authority) to have been in state care outside England (8), but have ceased to be so because they were adopted (5) or became subject to a child arrangement order (6) or special guardianship order (7).
2. Pupils who have a serious medical condition or exceptional social or domestic needs. (Professional documentation accompanying the application will be required). Examples of exceptional needs include:
  - A child whose parent's occupation has an enforcement role which may bring the parent into conflict with parents of children attending their local school and therefore needs to attend the alternative school.
  - A child whose parent has recently died or is suffering from a serious illness.
  - A child who has suffered severe bullying which is recognised by the present or most recent school as an ongoing problem and which is having significant effect on the child's health.
  - A child with a serious medical condition which would make the preferred school particularly suitable.
  - A child who has been abused and placed on the child protection register and who needs to attend an alternative school to avoid the abuser.

This list is not exhaustive, and each case will be considered on its individual merits.

3. Pupils who live in the designated catchment (see Appendix 1) and have a sibling (9) attending the school at the time of admission. The child's place of residence is taken to be the place where the child permanently and/or normally resides. Applications will be ranked according to the distance from school using a computerised mapping system (calculated in a straight line) from the school gate to the gate/drive of residence. (Siblings include brothers or sisters, half brothers or sisters, step brothers or sisters, adopted children, fostered children, and children of partners living together or any other child who permanently resides at the parental home and for whom the parent has parental responsibility).
4. Pupils who live out of the designated catchment area but have a sibling attending the school at the time of admission.

5. Pupils who live in the designated catchment area (see Appendix 1). Applications will be ranked according to the distance from school using the Leicester Authority (LA) computerised mapping system (calculated in a straight line) from the school gate to the gate/drive of residence.
6. All other pupils not in the above criteria. Applications will be ranked by the Leicester Authority (LA) using a computerised mapping system (calculated in a straight line) from the school gate to the gate/drive of residence. Where a twin or multiple birth child is offered the last available place the other twin or multiple birth sibling(s) will also be admitted. Where there are two applicants who have an equal claim to a place, where the distance is the same, then lots will be drawn, supervised by an independent officer.
7. All other pupils.

Notes:

*(1) The term parent is used to include: parent/guardian/carer*

*(2) Education (Infant Class Sizes) (England) Regulations 1998*

*(3) The Co-ordinated Admissions Scheme is available for inspection through Allocations, Leicestershire County Council, County Hall, Glenfield, Leicestershire, LE3 8RF*

*(4) 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.*

*(5) Under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).*

*(6) Under the terms of the Children Act 1989. See Section 8, which defines a "child arrangement order" as an order settling the arrangements to be made as to the person with whom the child is to live.*

*(7) 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).*

*(8) By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Where Governors are unsure about the validity of the application advice will be sought from the Local Authority's "Virtual School Head".*

*(9) Sibling 'each of two or more children or offspring having one or both parents in common: a brother or a sister. To have a sibling at the school at the time of admission means that both siblings will be on school roll concurrently.*

*Full consultation review spring 2027 or earlier if changes required.*

If there are more applications than places available, places will be allocated within that particular criterion (as listed above) by a method of random selection (drawing lots) that will be observed by an independent witness who is not a Governor or employee of the school.

In exceptional cases the school has the right to withdraw an offer of a place where:

1. a parent/carer has not responded to an offer within 21 days.
2. where the place has been obtained by false information, for example an incorrect address or date of birth.
3. if the offer was based on an address and the parent's address changes before the child is admitted. For example, if a child was offered a place and the family moves out of catchment before admission takes place, the offer of the place is withdrawn.

This is regardless of numbers in the school and whether or not other requests have been refused.

### **Fair Access Protocol**

Christ Church & St Peter's CofE Primary School will participate in the LA's Fair Access Protocol (FAP) to ensure that vulnerable Children and Young People who are not on a school roll are found a school place quickly and fairly, so that the amount of time any child is out of school is kept to the minimum. This includes going above our PAN if necessary.

### **Waiting Lists**

During the normal admissions round it is always necessary to complete a Local Authority Common Application form to apply for a school place. Registering interest with the school on a waiting list before the admissions round guarantees neither a place nor priority within the priority criteria. Offers of places will be made by the Local Authority on the school's behalf.

If the school/academy receives more applications than places available for children due to start in 2025-2026 a waiting list will be maintained by Leicestershire County Council. The position on the list will be determined by applying the published priority criteria and not by date of receipt. Each name added will require the list to be re-ranked. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Names will only be removed from the list if a written request is received, or if the offer of a place that becomes available is declined. The waiting list will shut down on 31 December 2025 in accordance with statutory requirements.

Mid-term admission waiting lists will be for the academic year of application only and it will be necessary to reapply the following or subsequent years if applicants wish to remain on the list.

Looked after children and previously looked after children as defined within this policy, children who are the subject of a direction by a local authority or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over any child on the waiting list.

### **Mid-term Applications**

The academy has delegated the administration of mid-term admissions to the Local Authority through their Co-ordinated Scheme. Further details on how to apply to move school can be found on their website. <https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/apply-to-move-school>

If Christ Church & St Peter's CofE Primary School has a space, the Local Authority (LA) will offer the place. If there are more applications than places, the LA will notify parents of the outcome and the application will be logged.

### **Appeals**

If the Admissions Committee are unable to offer a place, the parents/carers have the right to appeal.

**Appeals should be sent to The Diocesan Director of Education, St. Martins House, 7 Peacock Lane, Leicester, LE1 5PZ or via email to [officeDBE@LeicesterDBE.org](mailto:officeDBE@LeicesterDBE.org)**

The appeal must be in writing on the relevant form, which can be obtained from the Diocesan Board of Education, St. Martins House, 7 Peacock Lane, Leicester, LE1 5PZ or downloaded from the [DBE website](#). Appeals will be heard during the summer term.

Appeals lodged after this deadline, like appeals for in-year admissions, will be heard within 30 school days of the appeal being lodged. In all cases, appellants will receive at least 10 days' written notice of the appeal hearing. Applicants may submit additional evidence in writing by 12 noon the day before the hearing. Decision letters are sent to the school and appellant within 5 days of the hearing.

Christ Church & St Peter's Church of England Primary School complies with the Leicestershire Fair Access Policy.

Any person or body who considers that the arrangements in this policy are unlawful under the Admissions Code may make an application to the Schools Adjudicator. All objections must be referred to the adjudicator by 15th May in the determination year.

[osa.team@schoolsadjudicator.gov.uk](mailto:osa.team@schoolsadjudicator.gov.uk)

#### **Appendix 1: map of Mountsorrel designated parish(es)/catchment**

<b>Policy Reviewed &amp; Updated</b>	1 <sup>st</sup> December 2021
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