

All Saints is a Church of England (VA) Primary School. This means that the school Governors are responsible for all admissions. Within TVAT, Directors delegate responsibility to the relevant LGB (Local Governing Body) for consultation in regards to Admission Policy, for application decisions and to appeal against Local Governing Body decisions to admit pupils.

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 LGB each Spring in line with the legal timelines for admissions. The School Admissions Code (2015) and the School Admissions Appeals Code (2012) can be found below:

<https://www.gov.uk/government/publications/school-admissions-code>

<https://www.gov.uk/government/publications/school-admissions-appeals-code>

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.

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 have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

All Saints C of E Primary School serves the catchment area shown in the attached Appendix.

The admissions authority will set a published admissions number (PAN) which indicates the minimum number of places available within the year(s) of entry. This information will explain how places will be allocated until the PAN is reached at which point the governors will consider whether the resources available at the time will enable additional places to be made available. If not, 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. This may be increased or decreased from time to time according to the level of resource available at the school and the preferred year group/class organisation.

Our published admission number (PAN) for 2024/2025 is 30 pupils.

Applications for places for children living outside the designated catchment area are welcomed, if there are places available within that particular year group. Entitlement to a place in the school is dependent on the parents applying at the appropriate time and (for infant submissions) on compliance with infant class size regulations (1). If a child moves into the school's designated catchment area once allocation decisions have been made, they will not necessarily be offered a place in the school if the planned admission number for that year has been reached.

Applications for places for the reception class need to be registered by completing the on-line Local Authority common application form (available from [www.leics.gov.uk/admissions](http://www.leics.gov.uk/admissions)) **and** the school's own application form.

The Local Authority common on-line application form must be completed by 15<sup>th</sup> January, 2024. The School's supplementary application form must be returned to the school office by 31<sup>st</sup> January, 2024.

The decision of the school's Admissions Committee will be notified to parents 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 (2). Late applications will not be offered a place within the school if the infant class has thirty 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.

#### **Pupils are admitted to the school as follows:**

Children are admitted in the September of the academic year in which they will be five. Parents may request deferred or delayed entry in writing, accompanied where possible with lead professional documentation supporting the request. *Deferred entry* = a request to seek a start later in the school year, but no later than the start of the summer term. *Delayed entry*= a request to the admitting authority seeking to apply and start a year later from reception.

#### **Part Time Attendance:**

Parents may request that their child attends part-time up until no later than the time when the child reaches statutory school age. If parents are considering this they must discuss the matter with the school beforehand.

**Education out of normal age group** including the right to delay entry for a summer-born child until the September following their fifth birthday.

Parents can ask governors to consider admission to an age group other than the normal one but cannot appeal a decision not to do so. In the case of summer-born children the policy explains how to make such an application and how the request will be dealt with.

#### **Deferred Entry**

All places offered by the school will be offered on a full-time basis from the September following a child's fourth birthday. Parents/carers can defer the date their child is admitted to the 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 for which the offer was made. Parents/carers may also request for their child to attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

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

A request may be made for a child to be admitted outside of their normal age group for example if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (a child born between 1<sup>st</sup>April and 31<sup>st</sup>August) may request that the child be admitted out of their normal age group, i.e. into Reception in the September following their fifth birthday rather than Y1 which would be their normal age group.

Parents should apply in the normal admission round and also submit a written request addressed to the Chair of Governors specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place. This request should be made prior to the offer of a place being received.

When such a request is made, the Governors will decide on the basis of the circumstances of the case and in the best interests of the child concerned, considering the views of the headteacher and any supporting evidence provided by the parent. If the governors agree to the request the parents can then withdraw their application for the current year and apply for a place in Reception during the main admissions round for the following year.

There is no right of appeal against a decision relating to admission out of chronological age.

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. Children with an EHCP which names the school will be admitted such children will be admitted even if this means exceeding the agreed PAN. If there are fewer applications than places, then no application is refused. If there are too many requests, priority will be given to children in the appropriate age-range, whose parents applied on time, in the following order

- 1.. Children who are in public care (looked after children) or those who were previously looked after, including those who appear (to the admissions authority) to have been in state care outside England, but have ceased to be so because they were adopted or became subject

to a child arrangement order or special guardianship order. 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" (IAPLAC)

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). The child's place of residence is taken to be the parental home. For admission purposes, the home address is the child's permanent address, where the child usually lives with their parent or carer. Only one address can be used on your application for a school place. Where shared care arrangements are in place, both parents must agree which address will be used on the application, and this should be the address where the child lives for the majority of the school week. If no joint declaration is received by the closing date for applications, the address where the child spends the majority of the school week will be used. In instances where the child spends equal time with each parent, the home address will be taken as the address where the child is registered with the doctor.

4. Pupils of families whose parents are regular practising members of the Church of England or another Christian denomination. By regular the period of attendance is specified as follows: for one year up to the time of application with attendance of at least once per month..

5. Pupils of families whose parents are regular practising members of another faith. By regular the period of attendance is specified as follows: for one year up to the time of application with attendance of at least once per month..

6. Pupils who will have an older sibling attending the school at the time of admission. (Older siblings include brothers or sisters, half brothers or sisters, step brothers 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 has parental responsibility).

7 Any other children

In the event of over subscription, where there are more applicants in one category than there are places available, distance from home to school will be the determinant. Distance will be measured using Google Maps. Where two applicants have an equal claim to a place i.e. they live the same distance from the school such as living in a block of flats then the tie breaker will be by random drawing lots (names from a hat) in the presence of an independent witness.

In exceptional cases the school has the right to withdraw an offer of a place where a parent has not responded to an offer within 21 days, or where the place has been obtained by false information, for example an incorrect address or date of birth. Offers of places may also be withdrawn if they were 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.

### **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 oversubscription Criteria. Offers of places will be made by the Local Authority on the school's behalf.

If the school is oversubscribed for children due to start in 2024/25 a waiting list will be **maintained for a period of one academic year**. The position on the list will be determined by applying the published oversubscription 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. 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. Any child identified under the protocol will be admitted, even if the school is full and before any others on the waiting list.

**Twins and multiple births.** "where the last available place is offered to a twin or multiple birth child the other twin or multiple birth sibling(s) will also be admitted.

If the Admissions Committee are unable to offer a place the parents/carers have the right to appeal. **Appeals should be sent to: Diocesan Director of Education, St. Martins House, 7 Peacock Lane, Leicester, LE1 5PZ.**

Notes:

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

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

*(3) 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.*

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

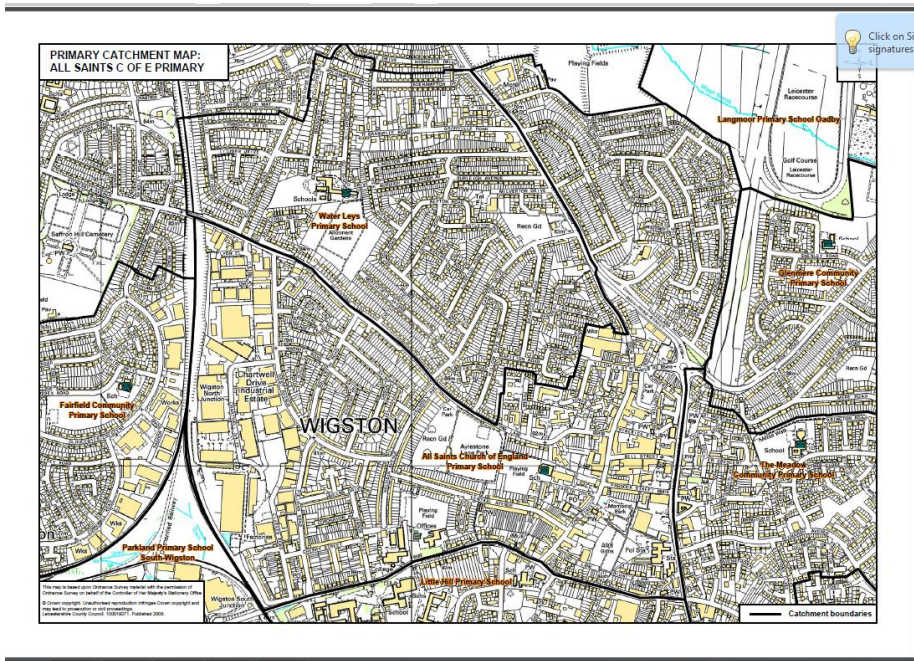
By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings.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

*(5) under the terms of section 12 of the Children and Families Act 2014 a "Child Arrangement order" is an order settling the arrangements as the person with whom the child is to live.*

*(6) 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).*

*Full consultation review 2025 or earlier if changes required.*

**Appendix 1:** map of designated catchment



**Appendix 2:** copy of school's supplementary admissions application form



**ALL SAINTS CHURCH OF ENGLAND PRIMARY SCHOOL  
LONG STREET, WIGSTON, LEICESTER, LE18 2AH**

**THIS FORM IS FOR SCHOOL USE ONLY. YOU MUST COMPLETE THE LEICESTERSHIRE COUNTY COUNCIL ADMISSION FORM ON-LINE AT [www.leics.gov.uk/admissions](http://www.leics.gov.uk/admissions)**

***APPLICATION FOR ADMISSION TO ALL SAINTS SCHOOL***

Child's Full Name: .....

Date of Birth: ..... M / F

Address:.....

Post Code: ..... Telephone number: .....

Names of Parents/Carers.....

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If this section is completed, a letter from your Parish Priest/Minister should accompany this application for the application to be considered under criterion 5 of the Admissions Criteria

Are the Parents/Carers active worshipping members of a church? YES/NO

If YES, please state which church .....

If YES: state how regularly your family attend and since when you have done so.  
Please request that your Parish Priest/Minister comments on this in their letter of recommendation

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***ALL APPLICANTS***

Does the child have a brother or sister attending this school? YES/NO

If yes, please state name: .....

Please state any other reasons for attending this school in preference to another:

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.....  
.....

Signed: ..... Date.....

A School Prospectus is available on the school website [www.allsaintscofe.leics.sch.uk](http://www.allsaintscofe.leics.sch.uk)

Please see our website and Twitter Page for more information on our school!

**All Saints School is a Church of England Primary School. Whilst it serves the whole community it gives Christian teaching in accordance with Anglican principles.**

Places may be applied for on religious grounds; please complete the relevant section of the form and enclose a letter from your parish priest or minister.

**Children are admitted to the school in the Autumn term following their 4<sup>th</sup> birthday. This School application form should be received by the School Office no later January 31<sup>st</sup> in the year of admission.** Should you not be awarded a place your child's name will remain on the waiting list should a place become available.

If a place is not awarded and you wish to have this re-considered, applications should be made in writing, giving full details to:

The Chair of Governors  
All Saints CE Primary School  
Long Street  
Wigston  
Leicester  
LE18 2AH