



OWLS Academy Trust

Admissions Policy

First Time Admissions & Mid-Term Transfers from
Autumn Term 2019 Onwards

Adopted by The OWLS Academy Trust on	26 th February 2018
Next Review Due	Autumn 2019



Introduction and Key Principles

- 1.1 The OWLS Academy Trust is a multi-academy trust, made up of the schools listed below. The purpose of this policy is to ensure that places at schools within the Trust are allocated and offered in an open and fair manner.
- 1.2 The Trust’s admissions policy should:
- Offer clarity regarding legal requirements and statutory guidance for school admissions;
 - Encourage partnership and avoid conflict at a local and Local Authority level;
 - Maintain parental rights and ease the process of admission for parents and children;
 - Confirm the age-range for each school;
 - Aim for one consistent first-time admissions date to mainstream education.
- 1.3 At the normal admissions round (i.e. when offers are made for first-time admissions on the national offer date) children will normally be offered:
- a place in the catchment area school (dependent on the parent applying at the appropriate time and on compliance with infant class size regulations);
 - a place in a preferred school if there is room.

Children have an entitlement to be considered according to the same priority criteria as other children where the preferred school is over-subscribed.

- 1.4 The schools within the OWLS Academy Trust are:

Primary Schools (age range 4+ to 10+)
Fernvale Primary School
Glenmere Primary School
Hinckley Parks Primary School
Langmoor Primary School
Little Hill Primary School



Legal Position and Other Requirements: Summary

- 2.1 The OWLS Academy Trust is the admissions authority for all schools within the Trust and will consult as required and publish their admissions policy and arrangements.
- 2.2 The Local Authority is required to co-ordinate admissions for all residents in its area. To this purpose it must have an approved scheme for co-ordination, which includes first-time admission, secondary transfer and mid-term (in-year) admissions. The OWLS Academy Trust will participate in full with the Leicestershire County Council scheme.
- 2.3 Parents have a right to express a preference for a school place, including where the child has an Education, Health and 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 as follows:
- A child turning 5 in the Autumn term must start school no later than the start of the Spring term
 - A child turning 5 in the Spring term must start school no later than the start of the Summer term
 - A child turning 5 in the Summer term must start school no later than the following Autumn term (but see also paragraphs 13.15 to 13.22 of this policy document)

- 2.4 Each school has an Admission Number (AN) for each year group. If this number needs altering it may be necessary to publish statutory notices, to allow interested parties to make representations.
- 2.5 Schools within the OWLS Academy Trust have the following **capped** admission numbers:

School	Admission Number (AN)
Fernvale Primary School	45 (Phased Increase – see paragraph 14.1 – 14.4)
Glenmere Primary School	30
Hinckley Parks Primary School	90
Langmoor Primary School	30
Little Hill Primary School	60

A capped Admission Number (AN) means that once a school has filled to the stated number of children in a particular year group (in line with the admissions criteria – see paragraph 5.3) all other applications for that year group will be refused, though parents will have the right to appeal.

- 2.6 Parents whose preferences are refused have a right to appeal to an Independent Appeal Committee whose decision is binding, except for children with Education, Health & Care Plans (EHCPs) whose parents can appeal to the Special Educational Needs Tribunal. Pupils admitted following appeal will have their admission confirmed by the Local Authority.
- 2.7 Legislation and regulation on infant class sizes requires an upper limit of 30 children per qualified teacher for classes of children up to the end of KS1, with specified exceptions. Above this age there are no required staffing ratios in education law.
- 2.8 Department for Education guidance on admissions and appeals is contained in two Codes of Practice.



First Time Admissions to Mainstream Primary Schools (4+ Entries)

- 3.1 This section refers to first-time admissions (4+ entries)
- 3.2 Parents must apply for a school place at first-time admission stage. To ensure that all parents are aware of this the schools within the OWLS Academy Trust actively supports the Leicestershire County Council School Admissions Service annual marketing strategy to publicise and alert parents to the need to complete an application expressing up to three preferences for a school place in advance of expected admission.
- 3.3 Parents must apply to their home local authority for a school place. For Leicestershire residents the best way to apply is online through the Leicestershire County Council website.
- 3.4 All requests received by the National Closing Date (15th January, unless otherwise instructed by Leicestershire County Council) will be considered first and in accordance with the approved priority criteria. All late applications receive the lowest priority.
- 3.5 Places will be allocated up to the Admission Number (AN) as specified above (see paragraph 2.5), with careful consideration being given to the relationship between admission limits and infant class size requirements. The Admission Number (AN) for the school will not be exceeded regardless of living in or moving into the catchment area.
- 3.6 If an individual school is under-subscribed then all applicants will be offered a place. If over-subscribed, then all applications will be ranked in order against the published criteria for prioritising admissions (see paragraph 5.3) and places allocated accordingly.

- 3.7 The Local Authority that you live in will confirm decisions to parents from the national offer date (16th April or the next working day). No child should be admitted without an offer from the Local Authority; this applies 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.
- 3.8 For those pupils who do not live in Leicestershire, the Leicestershire School Admissions Service will inform the relevant Local Authority who will, in turn, inform the parents.
- 3.9 Date of admission for all primary schools is from the September immediately following a child's fourth birthday (i.e. all children who have turned 4 before the end 31st August).
- 3.10 Pre-admission visits will only take place in the term before the child is admitted to the school.
- 3.11 All OWLS Academy Trust schools have a single start date for first time admission at 4+. However, parents must ensure full-time education for their child from compulsory school age (from 5+).

Infant Class Size Limits, Multiple Birth Children and Permitted Exceptions

- 3.12 There is a requirement to limit infant (reception, year 1 and year 2) class sizes to 30 children for each qualified teacher. The National Regulations on infant class sizes allow very few exceptions.
- 3.13 The following are considered as permitted exceptions to the class size limit regulations:
- Those children who are in the care of a Local Authority (including previously in care);
 - Children with an Education, Health and Care Plan (EHCP) (including those receiving part of their education by arrangement at another school or in an infant class part-time);
 - Movement into catchment where there is no other available school within a reasonable distance from the home address (the OWLS Academy Trust considers a "reasonable distance" to be a safe walking route of up to 2 miles from the front gate of the child's home address to the main school gate);
 - If a recognised error was made during the implementation of the school admission arrangements;
 - Those admitted by an independent appeal panel;
 - Children or service personnel (e.g. army children)

Permitted class size exceptions will remain exceptions for the duration of Key Stage 1. In addition, schools will not have to take qualifying measures in such circumstances.

- 3.14 In the unusual event of there being one space available within the infant class size limit, children of multiple births are also permitted exceptions to the class size limit. Similar consideration will be given to children of multiple births where there is only one space available within the Admission Number (AN).

Admission of Children Below Compulsory School Age and Deferred Entry

- 3.15 Upon notification of a school place being offered, a child is entitled to a full-time place from the September following their fourth birthday.
- 3.16 The date the child is admitted to the school can be deferred until later in the school year or the child can attend part-time, but not beyond the point at which they reach compulsory school age and not beyond the start of the final term of the school year for which the original application was made.
- 3.17 To defer a place at first time admission, parents are asked to make the request in writing to the school where the child has been allocated a place.

- 3.18 Failure to attend school from the beginning of the final term of the school year for which the original application was made may result in the parents being required to make a new application.



In-Year Transfers (mid-term transfers) – All Year Groups

- 4.1 All mid-term transfer requests (in-catchment included) will be co-ordinated through Leicestershire County Council School Admissions Service for approval before admission takes place.
- 4.2 Before applying parents are encouraged to arrange to visit the school they wish to apply for, after which the parent should complete the Local Authority's online Common Application Form (paper forms are available on request).
- 4.3 The aim, wherever possible, is to always process mid-term applications within 10-15 working days (5 days if the child is indicated as in care or previously in care). Delays may occur where further evidence of proof is required (e.g. proof of house purchase, tenancy agreement, fair access information for complex or out of authority applications, etc).
- 4.4 On receipt of an in-year application the school will allocate a place if one is available or refuse a place if the relevant year group is full. Leicestershire School Admissions Service will be informed of the decision and the reason for this.
- 4.5 Catchment requests for all students that move into a school's catchment area will only be agreed if the Admission Number (AN) for the required year group has not been reached.
- 4.6 The Local Authority will send a decision letter which will either offer a place or refuse a place because the school / year group is full. A refusal letter will explain to the parent their right to appeal and how they can do this.



Parental Preferences & Criteria for Prioritising Admissions

- 5.1 Application forms for school admissions 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 then the one which the parent wants most is offered. However, during the allocations process all preferences are considered to have equal value (i.e. one parent's first preference and another parent's second or third preference are considered equally against the admissions criteria) and therefore schools are not informed of preference details at any stage of the process. Requests for places are prioritised according to the criteria below (paragraph 5.3).
- 5.2 Late applications receive the lowest priority (i.e. they are only considered after all other applications which were received on time, unless there is a significant reason for lateness (see paragraph 13.13 – 13.14))
- 5.3 *Priority Criteria for First Time Admissions & Mid-Term Transfers from Autumn Term 2019 Onwards*
Children whose Education, Health & Care Plan (EHCP) names a school, must be admitted to that school regardless of the criteria below. After these children have been admitted then, if there are more applications than there are places available at the school, priority will be given to children whose parents applied on time, in the following order (see note i below):

1 st	Children who are in public care and those children who were previously looked after children (see note ii)
2 nd	Pupils who live in the catchment area (see note iii)
3 rd	Pupils who will have an older brother or sister attending the same school at the same time who live in the same house. This will <u>not</u> apply to mid-term admissions in year groups where the admission number has been reached (see note iv)
4 th	Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application) (see note v)
5 th	Pupils living nearest to the school measured in a straight line distance (see note vi)

Notes

- i) Combinations of the above criteria are used where appropriate, in priority order.
- ii) 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 residence order Section 19 or special guardianship order).
- There is no stipulation regarding a minimum length of time the child is or has been in care.
- iii) The child’s place of residence is taken to be the parental home. Living in the catchment area does not guarantee a place at the catchment school.
- iv) The term “brother or sister” includes half brother or sister or legally adopted child being regarded as the brother or sister.
- v) If criterion 4 is used, professional supporting documentation from the Lead Professional must be supplied and must be submitted with the application. The following list are the areas that are considered exceptional:
- Crown Servants;
 - Children subject to Child Protection Plans;
 - Hard to Place children – who fall under the Fair Access Protocol;
 - Parents suffering domestic violence (this is dependent on documentary evidence by a lead professional);
 - A child for whom transfer to the catchment area school would involve attending a different school until he/she is the right age for a transfer (this is dependent on the child having attended the present school for at least a year)
- Each case will be assessed on its individual merits.
- vi) For criterion 5 above, measurement of distances is in a straight line from the centre point of the property to the school’s main designated front gate, using a computerised mapping system. Where there is equal distance then lots will be drawn, supervised by an independent officer (tie-break)

- 5.4 In the event of over-subscription it may be necessary to ask for proof of the following when applying the criteria for prioritising admissions:
- Address;
 - Child's date of birth;
 - Copy of an adoption order, residence order or special guardianship order and a letter from the Local Authority that last looked after the child confirming that (s)he was looked after immediately prior to that order being made.

Tiebreak

- 5.5 In instances where more than one child has an equal weighting in accordance with our priority criteria, the tiebreaker used is measurement of distance in a straight line from the centre point of the property to the school's main designated front gate, with whoever is closer being offered the school place. Where there is equal distance then the allocation of the place will be determined by the drawing of lots, supervised by an independent officer.



Out-of-Catchment Requests and Admissions

- 6.1 When a parent approaches a school for an out-of-catchment place, the Head Teacher (and other staff) should:
- Suggest that the parent also visits their catchment school in order to make informed judgements; and
 - Inform them that if they still wish to apply to the preferred school they must apply through Leicestershire County Council School Admissions Service;
- 6.2 On receiving a request outside the normal transfer cycle the school, in conjunction with the School Admissions Service, will:
- Confirm numbers in relevant year groups;
 - Suggest to parents that they visit the preferred school if this has not already happened;
 - Allocate a place if there is space available within the AN for the relevant year group, or refuse the place and inform the parent of their right of appeal.



Exceeding the Admission Number (AN)

- 7.1 At the time of first-time admission decisions, if there are more requests for in-catchment children than the Admission Number (AN), then the Admission Number will **NOT** be exceeded to accommodate the catchment area children.
- 7.2 For mid-term transfers, the Admission Number (AN) for the school will **NOT** be exceeded in any one year group. If there are more requests than places available within the AN, places will be allocated up to the AN according to the priority criteria (paragraph 5.3), with any outstanding requests refused.
- 7.3 It may be that in exceptional circumstances a school may agree to exceed its Admission Number in response to a specific request from the Local Authority. Such circumstances might be:
- Children in public care;
 - "Hard to Place" children whose cases fall within the Fair Access protocol.

A full set of "exceptions" can be found in the National School Admissions Codes.

- 7.4 Any one-off increase in the Admission Number should be viewed as exceptional and not set a precedent for subsequent years.
- 7.5 Parents whose requests are refused have a right to appeal. Please see paragraph 11 for details.



Waiting List / Over-Subscription List

- 8.1 Each school will ensure that an over-subscription (waiting) list (OSL) is maintained from the completion of the decision-making process for first-time school admissions (i.e. into reception classes) up to the end of the Autumn term for the year of intake only. All applicants who have not been offered a place will automatically be added to this list.
- 8.2 The OSL will be ranked according to the priority criteria details in this policy. Places will be offered to children on this list in priority order in the event of any previously allocated place becoming available. The OSL may change, which means that a child may move up or down the list as the term progresses. The OSL makes no distinction between on-time or late applications.
- 8.3 Waiting lists will **not** be held for mid-term transfers.



Acceptance or Refusal of Offers; Withdrawal of Places or Offers of Places

- 9.1 Once an offer of a place has been made it will be assumed that the offer is accepted unless a written refusal is received.
- 9.2 An offer or a place at the school may be withdrawn if:
- It has been offered in error;
 - For first-time entries, a place has not been taken up within 20 school days from the start of the academic year (or from the agreed deferment date if applicable) and the parent has not responded within 2 weeks, plus an additional 7 days for a reminder, indicating that they want to accept the offered place;
 - For mid-term admission, a place has not been taken up within 20 school days from the offer date and the parent has not responded within 2 weeks, plus an additional 7 days for a reminder, indicating that they want to accept the offered place;
 - An offer was based on an address and the parent's address changes before the child is admitted (e.g. if a child is offered a catchment area place and the family moves out-of catchment before admission takes place).
- 9.3 The OWLS Academy Trust reserves the right to withdraw a school place, or an offer of a place where that place has been obtained by false or misleading information (e.g. an incorrect address or date of birth). Schools will be vigilant about such matters and it may be appropriate for schools to ask for a sight of the child's short birth certificate before admission.
- 9.4 The OWLS Academy Trust will not withdraw a place once a child has started at a school, except where that place was fraudulently obtained.



Catchment Area

- 10.1 The OWLS Academy Trust recognises catchment areas for individual schools, such that children living within the school's catchment area will be given priority admission over those who live outside of the area. The child's full HOME ADDRESS determines the school where they would be given

PRIORITY admission.

- 10.2 A copy of each school's catchment area map is available to download from the school website, and also from the OWLS Academy Trust Website:

[\(http://www.owlsacademytrust.co.uk/information/admissions/\)](http://www.owlsacademytrust.co.uk/information/admissions/)

Parents who are unclear about whether they live within the catchment area for an OWLS school should contact the school in question for clarification. Queries regarding catchment areas for schools that are not part of the OWLS Academy Trust should be directed to Leicestershire County Council School Admissions Customer Service Centre on (0116) 305 6684 in the first instance.

Further information is available from the Primary "Your Guide" published by Leicestershire County Council School Admissions Service and available to download from [their website](#).

Children Moving Out of the Catchment Area

- 10.3 A child who has started attending a school and whose place of residence changes to an out-of-catchment address is entitled to retain his/her place in the school and should not be asked to leave or have their name deleted from the register.
- 10.4 Such an entitlement does not hold if the child changes phase of education in which case entitlement to a place will be according to the new address.



Right of Appeal

- 11.1 Parents whose requests for a school place a refused have the right to appeal to an Independent Appeal Committee whose decisions can override OWLS Academy Trust policy. (NB. In the case of parents whose child(ren) has an Education Health and Care Plan (EHCP), the appeal is to the Special Educational Needs Tribunal.)
- 11.2 To assist parents, every effort will be made to explain the basis under which an infant class size appeal is to be considered. The legislation and regulation are extremely stringent and only allow panels hearing an infant class size appeal to uphold the appeal where the following applies:
- The child would have been offered a place if the school's admissions arrangements had been properly implemented (i.e. because of an error or maladministration); or
 - If it is established by the panel that the school's admissions arrangements did not take into account, when considering the application
 - The School Admissions Code;
 - Part 3 of the School Standards and Framework Act 1998
 - The decision was not one that a reasonable admissions authority would have made in the circumstances of the case.
- 11.3 Where an appeal is being heard for a year group that is full and it is not a class size appeal but if successful would cause "future class size prejudice or breach" because:
- future year groups are organised into classes of 30 pupils to one teacher in order to comply with Infant Class Size regulations; or
 - for some other reason associated with class organisation within the school;
- then the appeal will NOT run citing class size legislation as a key principal argument for refusing the application. Instead the panel will be requested to take future prejudice into account when decision-making.

- 11.4 Appellants do not have the right to a second appeal in respect of the same school for the same academic year unless it can be demonstrated that there has been a significant exceptional or material change in circumstances of the parent, child or school, examples being:
- Change of address;
 - It has been agreed that there were procedural faults in the original appeal;
 - New significant evidence has come to light;
 - Medical reasons (apart from medical attention or distress or anxiety as a result of unsuccessful appeals);
 - Significant change to the school has come to light.
- This is not a finite list; each case will be considered on its merits by the lead admissions or appeals officer.
- 11.5 Where the admitting authority has made an error in any aspect of processing school application and it has been established that had the error not occurred it would have resulted in the applicant legitimately securing a school place, then the admitting authority must honour the applicant a school place, even if the school is full.
- 11.6 Where it has been determined that the error was made by the applicant the admitting authority will not be held responsible (i.e. an incorrect date of birth, failure to mention sibling(s), failure to provide supporting evidence, etc)



Co-ordinated Schemes

- 12.1 In accordance with the School Admissions Codes, Local Authorities are required to operate statutory co-ordinated process for the purpose of:
- Starting school for the first time
 - Transferring to secondary school
- Leicestershire County Council also operates a non-statutory scheme for the purpose of:
- Mid-term (in-year) transfers
- 12.2 The OWLS Academy Trust will participate fully with all of the schemes (statutory and non-statutory) operated by Leicestershire County Council.



Miscellaneous

Children with Special Educational Needs

- 13.1 The OWLS Academy Trust does not allow the refusal of admission because it is believed that the school cannot cater for a child's special educational needs.
- 13.2 Pupils with special educational needs but no Education Health & Care Plan (EHCP) are dealt with through normal admissions policy, and schools cannot refuse to admit a pupil because he/she does not have an EHCP or is being assessed for a Statement.
- 13.3 All governing bodies are required by section 324 of the Education Act 1996 to admit to a school a child with an Education Health & Care Plan that names the school. This is not an oversubscription criterion and schools must admit children with EHCPs whether they have places or not.

Excluded or Potentially Disruptive Pupils

- 13.4 The OWLS Academy Trust does not allow the refusal of admissions because the pupil may disrupt the education of other pupils, but will consider exceptions according to the School Admissions Code. This Code allows the refusal of places for children with “challenging behaviour” only for those schools able to demonstrate a particularly high proportion of children with challenging behaviour or previously excluded children. In such circumstances the governors of the school must refer the case to the Fair Access Protocol.
- 13.5 The school is not able to refuse admission where such a pupil lives in the catchment area and the parent has applied properly where there is a place available within the Admission Number (AN).
- 13.6 There is no obligation to comply with a parental preference for a child who has been permanently excluded from two or more schools, for a period of two years following the latest exclusion. Parents of such children lose their right of appeal regarding admission. If an OWLS school is directed by Leicestershire County Council School Admissions Service to admit such a child then the school may refer to the Secretary of State.
- 13.7 It is possible that a child may receive a second permanent exclusion just before he or she is due to transfer school. In these circumstances the receiving school will be expected to admit the child if the exclusion is issued after a transfer allocation has been notified to the parent but before the actual transfer to the new school.
- 13.8 A permanently excluded pupil must not be removed from the school register until any exclusion review is complete or until the time limit for notification of review has passed.

Children from Overseas

- 13.9 The wording of the School Admissions Code applies.

Children with Split Residence

- 13.10 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 for the purpose of school admissions is the one where the child lives for the majority of the school week. Where it is claimed that the weekly residence arrangement varies, both addresses will be valid and in some cases the child will have two catchment area schools. These definitions depend on the written declaration of both parents and if the claimed residence arrangement is found to be false then the child’s place at the allocated school may be withdrawn even if the child has started attending.

Children of UK Services Personnel and Other Crown Servants

- 13.11 Such children must be allocated a school place in advance, dependent on an official government letter declaring a relocation date and intended address, if the criteria would be met on relocation.
- 13.12 A Unit postal address must be accepted, or if appropriate a “quartering area” address, in the absence of a new home postal address.

Late Requests

- 13.13 Late requests for school places (i.e. those received after a closing date) will be considered on their merits, but generally will have the lowest priority of all requests, even when the parents are requesting the catchment area school. This means that it is probable that a late request will not be allowed if the school is oversubscribed and there is no clear and significant reason (supported with documentary evidence) that it was beyond the parent’s control for not applying at the appropriate

time (e.g. parent ill for some time, or family returning from abroad).

- 13.14 Catchment requests for pupils who move into the school's catchment area will be regarded as late if the application is made more than 90 days after the house move.

Admission of Children Outside their Normal Age Group

- 13.15 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.
- 13.16 Parents of a summer born child (i.e. children born between 1st April to 31st 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 (i.e. to reception rather than Year 1).
- 13.17 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. Further information about the process will be provided to parents upon their request for admission outside of the normal age group, or by contacting Leicestershire County Council School Admissions Service.
- 13.18 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 any views of a medical professional;
 - whether the child has previously been educated outside of their normal age group; and
 - whether the child may have fallen into a lower age group if the child was not born prematurely.

The views of the head teacher of the school concerned must be taken into account.

- 13.19 Decisions made by the Admissions Authority will be clearly 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.
- 13.20 Where the admitting authority agrees to the parent's 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 a relevant age group (the age group to which pupils are normally admitted to the school). 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.
- 13.21 One admission authority cannot be required to honour a decision made by another. Upon transfer it will be a matter for that admission authority. Decisions will be made by the Admissions Authority regarding the parental request for admission out of normal age group in time for parents to make an informed decision about whether their child will start school before compulsory school age. An application will not be given a lower priority on the basis that the child is being admitted out of their normal age group.
- 13.22 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.

Parental Proof of Residence

- 13.23 If, after reasonable enquiry, a school is unclear about a family address then the parent will be

required to provide documentary evidence of residence.

- 13.24 All schools within the OWLS Academy Trust will be vigilant regarding addresses given by parents before transfer to the next phase of education, particularly if there is a late or unexpected change of address close to transfer. Any queries will be referred to the Leicestershire County Council School Admissions Service.
- 13.25 If a school is over-subscribed or a family move into catchment after a published closing date for submission of application, either the school or Leicestershire School Admissions Service will seek to clarify parent's claims of a change of address,
- 13.26 Generally only one address is recognised for each family and only one family for each address.
- 13.27 Places, or offers of places, may be withdrawn if they were based on incorrect information from the parents or their representatives.
- 13.28 In the event that a school is oversubscribed, the following will **not** be accepted:
- Purchase of a second property by the family while the first property is retained;
 - Renting accommodation while a previous property is retained;
 - Offers or exchange of contracts on intended purchases or sales of properties;
 - Informal accommodation arrangements with friends or relatives.

However, serious consideration will be given in exceptional situations (e.g. if a family has been forced by circumstance to move into temporary accommodation having lost their previous residence, or where there is a long-term separation between the parents and the child spends time in the week at two separate parents' addresses).

Verification of Address

- 13.29 Parents' written confirmation and declarations will be sought regarding important information. Parents will be asked to verify in writing that they are residing at the address claimed and intend to remain in the catchment area. Places will be withdrawn if such declarations are subsequently found to be incorrect or not honoured and the school is oversubscribed.
- 13.30 Documentary evidence such as Council Tax payment or Child Benefit letter will be sought.
- 13.31 Claims of new residence in the school's catchment area will be judged on circumstances and the documents provided: completion of both sale and purchase, where relevant, are normally necessary before a place is allocated.
- 13.32 Officers may be authorised to visit addresses to clarify whether families are living at the addresses claimed. Such visits will be undertaken in a reasonable fashion, by officers carrying appropriate identification.

Significant Change of Circumstances

- 13.33 If a change of circumstances takes place after the closing date for applications but before all places at the relevant school have been allocated, then the change of circumstances will be taken into account within the allocation process.
- 13.34 If a change of circumstances takes place after all places at the relevant school have been allocated the application will be added to the waiting list in a position which reflects the published priority criteria.

Verification (e.g. from professional persons or bodies) may be sought from the parent to confirm a

change of circumstances. In such situations it remains the parent's duty to gather and provide the evidence.

How and When to Apply Changes to a School's Admission Number (AN)

- 13.35 If a school's AN is increased this should normally be applied immediately to every year group in the school, unless this would have a detrimental effect on teaching and learning (e.g. limits to the number and size of rooms available or large numbers in classes).
- 13.36 If a school's AN is decreased this should be applied only to the entry year group, unless numbers in other year groups need to be restricted, for instance to comply with the infant class size limit or if there is overcrowding in other year groups.



Fernvale Primary School – Phased Increase to Admission Number (AN)

- 14.1 From September 2018 Fernvale Primary School increased the Admission Number (AN) for first time admissions from 30 to 45. This increase will be phased through the school, to allow a corresponding increase in building capacity required in order to accommodate the additional children. For reasons of operational capacity the AN for older cohorts will remain at 30. This means that for the academic year 2019-20 the AN for each year group will be:

Year Group	Admission Number (AN) (2019-20)
Foundation Stage / Reception	45 (capped)
Year 1	45 (capped)
Year 2	30
Year 3	30
Year 4	30
Year 5	30
Year 6	30

This arrangement will be reviewed annually.

Exceeding the Admission Number (AN) during the Phasing Period

- 14.2 For year groups where the Admission Number (AN) is 45, pupil numbers will be capped at this level. This means that once the year group has filled to 45 pupils:
- At the time of first-time admission decisions, if there are more requests for in-catchment children than the Admission Number (AN), then the Admission Number will **NOT** be exceeded to accommodate the catchment area children.
 - For mid-term transfers, the Admission Number (AN) for the year group will **NOT** be exceeded. If there are more requests than places available within the AN, places will be allocated up to the AN according to the priority criteria (paragraph 5.3), with any outstanding requests refused.
- 14.3 For year groups where the Admission Number (AN) is 30:
- First-time admission decisions will not apply;
 - For mid-term transfers, the Admission Number (AN) for the year group will **only** be exceeded if:
 - the application is for a place for a child who has moved into the catchment area not more than 90 days before the date of application; **and**
 - there is no other school(s) with places within a reasonable distance (the OWLS Academy

Trust considers a “reasonable distance” to be a safe walking route of up to 2 miles from the front gate of the child’s home address to the main school gate); **and**

- the child can reasonably be accommodated within the operational capacity of the school, both in the year of admission and as the year group progresses through the school; **and**
- where applicable, subject to paragraph 3.13.

14.4 The Operational Capacity of the school shall be reviewed annually, taking into consideration:

- Arrangements for allocation children to classes, both in the current academic year and for future years until the end of Year 6; and
- The number and size of classes that can be accommodated within the building.