

New Lubbesthorpe Primary School admission arrangements for 2019 - 2020

Introductory statement

New Lubbesthorpe Primary is a two form entry free school from ages 4 – 11. The overriding principle is the success and wellbeing of the children educated within the Trust schools. The ethos of our new school will be affirming of all pupils and families, who will be welcomed, cherished and respected at the New Lubbesthorpe Primary School.

Within the context of a supportive and inclusive setting we will offer exemplary standards of pastoral care to promote high levels of pupil wellbeing and personal development alongside advancement educationally. New Lubbesthorpe Primary School is being set up to help meet the needs of a growing population and will also increase choice and diversity for parents, underpinned by values of inclusion, wellbeing and a commitment to celebrating and valuing the gifts of each individual child.

Admission number(s)

The school has an admission number of 60 for entry in year reception.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

Application process¹

For First Time Admissions in Autumn 2019

Applications should be sent to Leicestershire County Council using their common application form (see note A). They will process applications for places at this school alongside their normal process for co-ordinating school offers.

For applications received by 15/01/2019, offers of school places will be made on 16/04/2019. If we have not entered into a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement.

For applications received after 15/01/2019, offers of school places will be made if there are spaces within the phased admissions numbers for the school. Offers will only be confirmed once we have a signed funding agreement.

¹ This section will be necessary for free schools which are not in LA co-ordinated admissions for their opening year. It should not be used by any other school as they will be included in LA co-ordinated admissions.

For first-time admissions in Autumn 2020 and onwards

Leicestershire County Council will process applications for this school within the normal local authority (LA) process for co-ordinating school offers. This means you will need to complete your home LA's common application form for this school along with your other choices of school. In the case of families living in New Lubbethorpe your home LA would be Leicestershire Local Authority (See note A).

The application form can be obtained from your home Local Authority. For Leicestershire residents it can be found at [<https://www.leicestershire.gov.uk/education-andchildren/schools-colleges-and-academies/school-admissions/apply-for-a-primary-schoolplace>]

The closing date for applications is 15th January

Offers will be made on 16th April

For mid-term transfers

Applications for mid-term transfers to join the school from Autumn 2019 onwards should be sent to Leicestershire County Council. Offers of places will only be confirmed once we have a signed funding agreement, subject to there being spaces available within the required year group taking account of the plan for the phased opening of the school.

Note A

Leicestershire County Council School Admissions Service:

- Contact by Phone: 0116 305 6684
- Email: admissions@leics.gov.uk
- Website: <https://www.leicestershire.gov.uk/education-and-children/schools-collegesand-academies/school-admissions/apply-for-a-primary-school-place>.

Oversubscription criteria²

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.

² In this section, for their admission criteria, free schools must use the oversubscription criteria set out in the 'pick-list' of admission criteria within this document. Schools are encouraged to consider giving children eligible for the pupil and service premiums, or any element of the premiums, such as pupils registered as eligible for free school meals, a level of priority in oversubscription criteria.

2. Priority will next be given to children living within the catchment area set out in the map at the end of this policy. Children living on the boundary line will be considered to be living within the catchment area.
3. Priority will next be given to brother or sister attending the school at the time the application is received. (The term “brother or sister” includes half brother or sister or legally adopted child being regarded as the brother or sister)
4. Pupils who have a serious medical condition or exceptional social needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application) (see note i)
 - i) 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)

“Social need” does NOT include a parent’s wish that a child attends the school because of the child’s aptitude or ability or because their friends attend the school.

“Medical need” does NOT include mild medical conditions.

Each case will be assessed on its individual merits.

5. Other children – priority will be given to pupils living nearest to the school measured in a straight line distance (see note ii)
 - ii) 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)

Tie-break

In instances where more than one child has an equal weighting in accordance with our priority criteria (i.e. where both children live equal distance from the school), then the allocation of the place will be determined by the drawing of lots, supervised by an independent officer.

A tie-break will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.

Late applications

All applications received by the LA after the deadline (15th January 2019 for first time admissions) will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested. 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.

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).

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.

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.

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.

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.

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.

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.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.⁴

Waiting lists

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.

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.

Waiting lists will **not** be held for mid-term transfers.

Appeals

Parents whose requests for a school place are 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.)

Appellants should contact Leicestershire Local Authority by 15/05/2019 for information on how to appeal. Information on the timetable for the appeals process is on our website at <https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/appeal-a-school-place>.

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

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The decision was not one that a reasonable admissions authority would have made in the circumstances of the case.

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.

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.

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.

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)

Notes:

Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.