



St Mary's Primary School is a Church of England Primary School Academy in RISE Multi-Academy Trust. The directors of the Trust are the admissions authority for our school but have delegated the admissions process to our Local Governing Committee (LGC), who are responsible for consultation in regard to the admissions policy, for application decisions and to appeal against Local Authority 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 LGC each spring in line with the legal timelines for admissions. The School Admissions Code (2021) and the School Admissions Appeals Code (2022) can be found below:

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

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

The Leicestershire Local Authority co-ordinates all admissions arrangements and the full detail of dates and procedures can be found at:

<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-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. The vision of Leicester DBE states: 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'.

The school 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.

St Mary's C of E Primary School serves the catchment area shown in the separate document on-line.

The admissions authority will set a planned admission number (PAN) which indicates the minimum number of places available within the year 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.

Our planned admission number (PAN) for 2026/27 is 30 pupils. Our designated catchment area does not prevent parents who live outside this area from expressing a preference for this school 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)).

The Local Authority common on-line application form must be completed by 15<sup>th</sup> January 2026.

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 Coordinated Admissions Scheme (2). Late applicants 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 planned 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.

Children with an Education, Health and Care Plan naming the school 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 in the appropriate age-range, whose parents applied on time, in the following order:

1. A 'looked after child' is a child who is adopted (or subject to child arrangement order or special guardianship order) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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 (Professional documentation accompanying the application will be required).
- A child who has suffered severe bullying which is recognised by the present or most recent school as an on-going 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 (Professional documentation accompanying the application will be required).
- 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 will have an older sibling attending the school at the time of admission. (Older siblings include brothers or sisters, half brothers or sisters, stepbrothers 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).

4. Pupils who live in the designated catchment (See on-line form). The child's place of residence is taken to be the parental home.

In the event of over subscription, 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. In the case of multiple births, all children in the multiple birth set will be allocated a place even if this would exceed the PAN. For example, if a twin was drawn for the 30<sup>th</sup> place, both twins would be allocated a place.

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

## **Waiting Lists**

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 criteria. Offers of places will be made by the Local Authority on the school's behalf.

If the school/academy is oversubscribed for children due to start in 2026/27 a waiting list will be maintained until at least 31<sup>st</sup> December of each school year of admission. The position on the list will be determined by applying the published over-subscription 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 be maintained until the end of the Autumn Term (31<sup>st</sup> December) after which it will be cleared.

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.

If the Admissions Committee are unable to offer a place the parents/carers have the right to appeal. Appeals are administered through the Diocesan Board of Education and should be sent to: DBE School Appeals, St. Martins House, 7 Peacock Lane, Leicester, LE1 5PZ. DBE information on appeals can be found at:

[Admissions & Appeals – Leicester Diocesan Board of Education \(leicesterdbe.org\)](https://www.leicesterdbe.org)

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 adopted (or subject to arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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

(5) 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.

(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 2027 or earlier if changes are required.

Appendix 1: Map of designated catchment area – this is listed as a separate document online