

# Admissions Policy & Guidelines

Academic Year 2026-2027

Claybrooke Primary School



Claybrooke Primary School is a member of Inspiring Primaries Academy Trust. This means that the Trust is the admissions authority. It delegates admission decisions to each school's Local Governing Body.

In formulating this admissions policy, the school has consulted with parents, Leicester Diocesan Board of Education, Leicestershire County Council and local academy trusts.

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--2>

[https://assets.publishing.service.gov.uk/media/6335a0c88fa8f506931f6d44/School\\_Admission\\_Appeals\\_Code\\_2022.pdf](https://assets.publishing.service.gov.uk/media/6335a0c88fa8f506931f6d44/School_Admission_Appeals_Code_2022.pdf)

Claybrooke Primary School aims to serve its community by providing an inclusive education of the highest quality. The catchment area served by the school can be found on the attached map at Appendix A.

Our planned admission limit is 15 pupils per year and we comply with the regulations relating to infant class sizes (1). Our designated catchment area does not prevent parents who live outside this area from expressing a preference for our school. Entitlement to a place in the school is dependent on the parents applying at the appropriate time and on compliance with infant class size regulations (1). If a child moves into the school's catchment once allocation decisions have been made, they will not necessarily be offered a place in the school if the relevant cohort already contains 15 children.

Applications for places for the reception class need to be registered in writing by completing the Local Authority common application form available from [www.leics.gov.uk/admissions](http://www.leics.gov.uk/admissions). The Local Authority common application form must be returned to the Local Authority by **15<sup>th</sup> January**. The decision of the Local Governing Body 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 it causes an infant class to exceed fifteen 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.

Parents may seek a place for their child outside their normal age group, for example, if the child has experienced problems such as ill health or if they are moving from overseas and their child has not been educated in the English school system. This only applies to summer-born children as children must start school in the term after which the child had reached statutory school age. Parents should contact the Head of School to discuss any such requests with all the relevant information taken into account. Parents may also wish to submit other information in support of their request; for example, from professionals who have worked with their child. Each request will be looked at on an individual basis with any decisions taken according to what is considered to be in the child's best interests. This would be called a delayed start.

For delayed entry the following process should be followed in order:

a) Parents should make the request to the Head of School and the Local Governing Body as the admitting authority by 15th January stating their request in their application for the chronological year group. This will provide time for requests to be processed, and where a request is not agreed, for the family to be assured their chronological application will be processed as a normal on time application.

b) Parents should submit to the admitting authority their reasons for wishing to delay applying for a school place. This should include confirmation of agreement to the proposal from the Head of School. On receiving the supporting evidence, and on the recommendation of the Head of School, the School will write to the parent to confirm that the application can be processed for the following year. However, the letter will highlight the potential risks / impact of this delay which include:

- i) Whilst the school has agreed to the delay, there is no guarantee that the child will be allocated a place at that school the following year;
- ii) Should it not be possible to allocate a place at the school the following year, the Local Authority will make every effort to allocate an EYFS place, rather than a Year 1 place. However, it may not be possible to do this.
- iii) Decisions on which year group a child is admitted to are taken by a school's admission authority; this is not always the local authority and the admission authority of alternative schools may not be in agreement with delayed entry.
- iv) Parents will also be made aware that delayed entry will have an impact on their child's score should they sit the 11+ test. This is due to the age standardisation process.
- v) Attention will also be drawn to the fact that when the child moves to a different school (eg primary to secondary, or to a different school due to a house move) that the admission authority of the new school will be responsible for deciding which year group the child will be placed in. This could result in a child being required to 'skip' a year.

c) If the request is not agreed by the school, the parent will receive a letter detailing the reasons why.

d) A copy of the letter sent to the parent will also be sent to the Local Authority.

e) The parent may still change their mind regarding delayed entry by a whole school year and submit an application in the normal way. If an application is received, then the parent's previous request to delay until the following year would no longer apply. This will offer the following options to the parent:

- i) Their child starts school in the September following their 4th birthday;
- ii) If allocated a place they can consider deferring the child's start date in EYFS until later in the school year;
- iii) They can discuss part-time arrangements with the allocated school.

f) A parent who chooses to delay entry by a whole school year will need to apply for a school place in the admissions round for the following year in the normal way. Their application will then be considered in exactly the same way as all others submitted during that application year.

If a parent who has applied by the closing date given by the Local Authority later changes their mind and wishes to defer/delay their child's entry to EYFS, they should discuss this and other options with the Head of School. Requests to defer/delay will not be agreed if the only reason is that a place has not been offered at one of the preferred schools.

These applications for admission outside normal age group will be considered alongside all other applications in accordance with the Local Authority coordinated admissions scheme. Parents have a statutory right to appeal against the refusal of a place at the school for which they have applied. This right does not apply if they have been offered a place at the school but it is not in their preferred age group.

In addition, parents of all children in reception year have the right to choose not to send their child to school until they are of compulsory school age. Entry can be deferred until the start of the term after the child reaches statutory school age. Parents also have the option of requesting part-time attendance but the child needs to be in full time attendance by the start of the term after which the

child reached statutory school age. Parents should discuss this with the Head of School. This is called a deferred entry start.

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

Children are admitted in the September of the academic year in which they will be five.

If there are fewer applications than places, then no application is refused. If there are more applications than places available, priority will be given to children in the appropriate age-range, whose parents applied on time, in the following order:

1. Children in care, previously looked after children (3) who have since been adopted (4) or made subject to a special guardianship order (6) or child arrangements order, children who were in state care (5) (State care is further defined as being in the care of public authorities, religious authorities or any other provider of care whose sole or many purpose is to benefit society) outside of England who have been adopted.
2. Pupils who live in the catchment area. (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. You must not use any other address on your application, including using the address of a childminder or relative or renting a property for a short period of time as this could be considered as using a fraudulent address. 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.
3. Pupils who have a sibling attending the school at the time of allocation. (Older siblings include brothers or sisters, half brothers or sisters, step brothers or sisters, adopted children (4), 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 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.

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.

The oversubscription criteria listed above also refers to mid-term applications.

In exceptional cases the Local Governing Body has the right to withdraw an offer of a place where:

1. A parent has not responded to an offer within 21 working days.
2. Where the place has been obtained by false information, for example a fraudulent address or date of birth.
3. A child was offered a place and the family moves out of catchment before admission takes place.

### **Waiting lists:**

A waiting list will be maintained by the school if the school is oversubscribed for children due to start in the admissions year stated on the front of this policy. The position on the list will be determined by applying the published oversubscription criteria and not by date of receipt. Names will only be removed from the list if a written request from parents is received, or if the offer of a place that becomes available is declined. The waiting list will shut down on 31 December in the policy year.

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.

In all cases, each name added to a waiting list 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.

### **Appeals:**

If the Local Governing Body is 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.

Appeals must be made in writing on the relevant form to the DBE address above. Please check their website for 2026/27 appeal dates. <https://www.leicesterdbe.org/schools/admissions-and-appeals/> 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.

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.

Claybrooke 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.

<https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator>

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).*

(5) *Under the terms of the Children Act 1989. See Section 8 which defines a "residence 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 2029/30 or earlier if changes required.**

# Appendix A: Catchment Map

