



**Thorpe Acre Infant School**

# **Admissions Policy**

Approved by : Chair of Governors  
Date : January 2022  
Next review due by : January 2023

Reaching High, Learning and Growing Together

## **Safeguarding Statement**

At Thorpe Acre Infant School, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Thorpe Acre Infant School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

## **GDPR Statement**

The school has arrangements in place to ensure that all personal data records held by the school are obtained, processed, used and retained in accordance with the principles of data protection (based on the Data Protection Acts).

## **Equality Impact Statement**

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

## **Contents**

1. Aims .....	3
2. Legislation and statutory requirements.....	3
3. Definitions .....	3
4. How to apply .....	3
5. Requests for admission outside the normal age group .....	4
6. Allocation of places .....	4
7. In-year admissions .....	5
8. Appeals .....	5
9. Monitoring arrangements .....	5

## 1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place.

## 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- School Admissions Code
- School Admission Appeals Code

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

## 3. Definitions

**The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by Leicestershire County Council.**

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions.

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order or
- Became subject to a special guardianship order.

## 4. How to apply

For applications in the normal admissions round you should use the application form provided by Leicestershire County Council: <https://www.leicestershire.gov.uk/popular-now/apply-for-a-primary-school-place>. You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from Leicestershire local authority.

**Please note:** as we are a Infant school, we only admit pupils in EYFS; Year 1 and Year 2. Pupils attending Thorpe Acre Infant School will not transfer automatically into Thorpe Acre Junior School. A separate application must be made for a place.

## 5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views;
- Information about the child's academic, social and emotional development;
- Where relevant, their medical history and the views of a medical professional;
- Whether they have previously been educated out of their normal age group;
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely;
- The Headteacher's views.

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## 6. Allocation of places

### 6.1 Admission number

The school has an agreed admission number of 50 per year group (totalling 150 pupils).

### 6.2 Oversubscription criteria

All children whose Education, Health and Care Plan (EHCP) names the school, and whose needs can be met, will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet the criteria set out by Leicestershire local authority until all places are filled:

1 <sup>st</sup>	Children who are looked after and those children who were previously looked after children.
2 <sup>nd</sup>	Pupils who live in the catchment area.
3 <sup>rd</sup>	Pupils who will have a brother or sister attending the same school at the same time at any point that they are attending.
4 <sup>th</sup>	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)
5 <sup>th</sup>	Pupils who are attending our feeder school, Thorpe Acre Junior School, at the point of application.

6 <sup>th</sup>	Pupils starting at an infant school with a sibling who will be attending the feeder Junior school at the same point they are attending.
7 <sup>th</sup>	Pupils living nearest to the school measured in a straight-line distance (home to school front gate).

### **6.3 Tie break**

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use random allocation as a tie breaker to decide between applicants. This process will be independently verified.

## **7. In-year admissions**

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHCP names the school, and whose needs can be met, will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place. You must take up this place within 20 school days, or the offer will be withdrawn.

Applications for in-year admissions should be to Leicestershire County Council via their website: <https://www.leicestershire.gov.uk/popular-now/apply-for-a-primary-school-place>

## **8. Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals.

If you wish to appeal, you will need to do so via Leicestershire County Council's website page as detailed below:

<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/appeal-a-school-place-and-check-waiting-lists-online>

## **9. Monitoring arrangements**

This policy will be reviewed and approved by the governing body every year.