



SNARESTONE C OF E (AIDED) PRIMARY SCHOOL

ADMISSIONS POLICY

2025-2026

(for September 2025 intake)

Date of Review: March 2024

Date of Next Review: March 2025

Signed:

Chair of Governors

Dated

Note: As an Aided school the governors are the admissions authority and so have the responsibility of running a policy consultation themselves. A consultation must be run at least once every seven years – last consultation was Admissions Policy 2023-2024. Next consultation will be Admissions Policy 2030-2031



SNARESTONE C of E (A) PRIMARY SCHOOL



Admissions Policy for the school year 2025-2026

Vision and Values

Our vision was created by our pupils, staff and governors, reflecting John 10:10 - ***'I have come to give life – life in all its fullness.'***

As a community, we are working together to ensure educational excellence underpinned by our Christian ethos and values, enabling all to live a rich and abundant life and to achieve their full potential. Each individual should leave us fully prepared for the next stage of their life.

Snarestone Primary School is a Church of England (VA) Primary School. This means that the school Governors are the Admissions Authority responsible for all admissions.

In formulating this admissions policy, the 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 governing body each year in line with the legal timelines for admissions. The School Admissions Code (2021) and the School Admissions Appeals Code (2012) can be found below:

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

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

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 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.

Snarestone C of E Primary School serves the catchment area shown in the attached appendix.

The admissions authority will set a planned admission number (PAN) which indicates the number of places available within the year(s) of entry. This information will explain how places will be allocated until the PAN is reached. The decision will be to refuse all applications that would lead to admission of pupils above PAN. A non-statutory admissions limit has been set for all other year groups.

Our planned admission number (PAN) for 2025-2026 is 15 pupils.

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 (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).

The Local Authority common on-line application form must be completed by the national first-time admissions deadline closing date of 15th January 2025.

The decision of the school's Admissions Committee will be notified to parents by the Local Authority.

The closing date for Local Authority applications (as above) 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 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. All in-year admissions will be managed by the Local Authority on behalf of the school.

Twins and multiple births

In the case of twins and multiple births, when the last available place is offered to one of them, the second twin or other multiple birth sibling will be admitted as exceptions to the infant class size rule. The school will admit both twins and all multiple birth siblings in these circumstances.

Part time attendance

Parents can choose to send their child part-time until the start of the term after which they have reached statutory school age. Parents considering this option should discuss it with the headteacher prior to the start of the school year.

Admission of children outside their normal age group

1. 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. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

Parents should make the request to Snarestone Primary School (as they are the admitting authority) by 1st December of the year before the child turns 4. This will provide time for requests to be processed, and where a request is not agreed, for the family to have adequate time to make an application before the published closing date.

2a. Admission authorities **must** make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They **must** also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision.

2b Where an admission authority agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority **must** process the application 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 their determined admission arrangements only, including the application of 'priority' criteria where applicable. They **must not** give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents

have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Admissions of children with an Education, Health and Care Plan

Children with an Education, Health and Care Plan naming the school/academy 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 whose parents applied on time, in the following order

1. Children who are in public care (looked after children) or those who were previously looked after, including those who appear (to the admissions authority) to have been in state care outside England, but have ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order.

By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Where governors are unsure about the validity of the application, advice will be sought from the local authorities virtual school head.

- 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.*
 - *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.

3. Pupils who live in the designated catchment (See appendix). The child's place of residence is taken to be the parental home.
4. 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, and children of partners living together or any other child who permanently resides at the parental home and for whom the parent has parental responsibility).
5. All other pupils, we will use the distance criterion and places will be allocated accordingly.

Distance is calculated by the straight-line measurement from the applicant's home address location to the centre point ('centroid') of the preferred school. (All measurements are subject to prepositional accuracy changes.)

In the event that there are more applications than places available in any of the above criteria, places will be allocated by a method of measuring the distance from the school.

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. Offers of places may also be withdrawn if they were based on an address and the parent's address changes before the child is admitted. For example, if a child was offered a place and the family moves out of catchment before admission takes place, the offer of the place is withdrawn. This is regardless of numbers in the school and whether or not other requests have been refused.

Waiting Lists

During the normal admissions round 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 there are more applications than places available for children due to start in 2025-2026 a waiting list will be **maintained by Snarestone C of E (A) Primary School**. The position on the list will be determined by applying the published priority 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 shut down on 31 December 2025 in accordance with statutory requirements. 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.

Appeals

If the Admissions Committee are unable to offer a place the parents/carers have the right to appeal. **Appeals should be sent to: The Clerk to the Appeals Panel, St. Martins House, 7 Peacock Lane, Leicester, LE1 5PZ.** The appeal must be in writing on the relevant form which can be obtained from Diocesan Board of Education, St. Martins House, 7 Peacock Lane, Leicester, LE1 5PZ. Email: DBEOffice@leccofe.org

Appeals must be made by 30th April in writing on the relevant form, and appeals will be heard during the summer term, within 40 school days of this date. 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. They 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.

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 Children and Families Act 2014, section 12 defines a 'child arrangements 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 2023 then again in 2030.

Appendix 1: map of catchment

