



## **Belgrave St. Peter's C of E PRIMARY SCHOOL**

### **Admissions Policy for the school year 2024/2025**

Belgrave St. Peter's CE Primary School is a Church of England Primary School. This means that the school Governors are responsible for all 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 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.

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 Reception 2024/2025 is 30 pupils and for Nursery 15 pupils.

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. If a child moves into the 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 <https://www.leicester.gov.uk/admissions>) **and** the school's own application form.

The Local Authority common on-line application form must be completed by **15th January, 2024**. The School's supplementary information form must also be returned to the school office by this date.

Applications for Nursery provision are registered directly with the **school only** and should be submitted no later than **1st March 2024**.

### **The offer of a place in Nursery (F1) does not guarantee admission to the school at the point of Primary School admission - Reception (F2)**

The decision of the school's Admissions Committee will be notified to parents by the Local Authority. Late applications will not be offered a place within the school, other than those circumstances identified in the following paragraph, 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 late application and places will be allocated according to the school's admissions criteria and planned admission number (PAN) for that year.

Children with an Education, Health and Care Plan (or Statement of Special Educational Need) 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 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.
  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 will have an older sibling attending the school at the time of admission. (Older siblings include brothers or sisters, half brothers or sisters, step brothers 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).
  4. All other pupils. In the event of a tie, the pupil living nearest the school, as measured by the LA standard method takes preference.

#### **In-year (mid-term) admissions**

For In-Year (mid-term) transfers, parents should apply for school place via the LA. A decision will be made within 10 school days of the application being received. Allocations will be made in line with the criteria for that year of admissions. Please refer to the priority order above. If unsuccessful, appeals may be made to the DBE. The appeal must be in writing on the relevant form, which can be obtained from the Diocesan Board of Education, St. Martins House, 7 Peacock Lane, Leicester, LE1 5PZ or downloaded from the DBE website.

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

If the school is oversubscribed for children due to start in 2024-2025 a waiting list will be maintained. The position on the list will be determined by applying the published oversubscription 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. 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 should be sent to: Diocesan Director of Education, St. Martins House, 7 Peacock Lane, Leicester, LE1 5PZ.** The appeal must be in writing on the relevant form which can be obtained from the Diocesan Board of Education, St. Martins House, 7 Peacock Lane, Leicester, LE1 5PZ. 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.