



Admissions Policy 2027 to 2028

Belgrave St. Peter's C of E
Primary School

Signed on behalf of the Local Governing Committee:

Belgrave St. Peter's CE Primary School Admissions Policy 2027-28

Introduction

Belgrave St. Peter's CE Primary School is a Church of England Primary school within the Rise Multi Academy Trust. This means that the Trust are responsible for all admissions, working in collaboration with the Leicester City council admissions team. The Rise Directors delegate responsibility to the relevant LGC (Local Governing Board) for consultation regarding admissions policies. The school's SLT has delegated responsibility for application decisions and to appeal against Local Authority decisions to admit pupils.

This policy is reviewed by the Governors each Spring in line with the legal timelines for admissions. The review will go out for consultation every 7 years unless changes need to be made earlier.

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.

Furthermore, the admissions practice in Rise MAT church schools reflects the [Vision of the Leicester DBE](#), which states:

Inclusive: *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'.*

Department for Education guidance on admissions and appeals is contained in [The School Admissions Code \(2021\)](#) and the [School Admissions Appeals Code \(2012\)](#).

Aims

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 the 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 2027-28 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**. 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**.

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;

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Easy reference table (more detail is below)

Criteria	Description
1	Looked after children, or those who were previously looked after
2	Serious medical conditions or exceptional social or domestic needs
3	Siblings in school
4	All other pupils based on distance

1. A child who is 'looked after (4)' or 'previously looked after.' Previously looked after children are children who were looked after, but ceased to be so because they were adopted or children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (5) or became subject to a residence order (6) or special guardianship order (7).
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 (8).
(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).
4. All other pupils based on distance (living nearest to the school as measured by direct line using the LA's mapping tool).

Where there are more applications than places available, places will be allocated within each criterion, priority will be given to children living closest to the school, as measured on a straight-line basis using a geographical information system, from the Geo-code reference point of the child's home address to the Geo-code reference point for the school.

If distances are exactly the same, lots will be drawn and supervised by an independent person. This will be documented on how the lots are drawn, by whom and the process should an appeal be launched by an unsuccessful application.

Where the first twin or a multiple birth child is offered the last available place the other twin or multiple birth siblings will be admitted as exceptions to the infant class size rule, but only if there is physical room capacity.

The school has the right to withdraw the offer of a place if:

- (a) An error has been made.
- (b) The place has been obtained by fraudulent means.
- (c) A parent does not respond to an offer in the time specified.

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

In-year (mid-term) admissions

For In-Year (mid-term) transfers, parents should apply for a 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.

Before applying, parents are strongly encouraged to discuss their intention with their current school and arrange a visit to the proposed school.

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 priority 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 the following September a waiting list will be maintained by the school. 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 shut down each year on 31 December in accordance with statutory requirements.

Mid-term admission waiting lists will be for the academic year of application only and it will be necessary to reapply for the following or subsequent years if applicants wish to remain on the list.

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 school is 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 preferably via email to officedbe@leicesterdbe.org.

The appeal must be in writing on the relevant form, which can be obtained from the school website or via the Diocesan Board of Education, St. Martins House, 7 Peacock Lane, Leicester, LE1 5PZ or downloaded from the DBE website <https://www.leicesterdbe.org/schools/admissions-and-appeals/>

For reception children starting school (first time admission) appeals must be made by 15th May. Appeals will be heard during the summer term, within 40 school days of this date.

Any late applications appeal lodged after this deadline will be heard within 30 school days of the appeal being lodged.

Any mid-year transfer appeals 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, Rise and appellant within 5 days of the hearing.

Notes:

- (1) *The term parent is used to include parent/guardian/carer*
- (2) *Education (Infant Class Sizes) (England) Regulations 1998*
- (3) *The Co-ordinated Admissions Scheme is available for inspection through Allocations, Leicestershire County Council, County Hall, Glenfield, Leicestershire. LE3 8RF*
- (4) *A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by the 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.*
- (5) *Under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).*
- (6) *Under the terms of the Children Act 1989. See Section 8 which defines a 'residence order' as an order setting the arrangements to be made as the person with whom the child is to live.*
- (7) *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 specialist guardian (or special guardians).*
- (8) *Sibling 'each of two or more children or offspring having one or both parents in common: a brother or a sister.*

This policy was last consulted on using these dates 3rd November 2025 to 15th December 2025