



Tugby is a Church of England Primary Academy. Within RISE Multi-Academy Trust, Directors delegate responsibility to the relevant LGB (Local Governing Body) for consultation in regards to Admission Policy, for application decisions and to appeal against Local Authority decisions to admit pupils. This means that the school Governors are responsible for all admissions.

In formulating this admissions policy, the (Local) 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 Governors in line with the legal timelines for 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. Furthermore, admissions practice in RISE MAT 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 \(2022\)](#).

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/academy 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 (1) 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. **Our planned admission number (PAN) for 2026/2027 is 15 pupils.** 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 designated catchment area does not prevent parents/carers who live outside this area from expressing a preference for our school. In the event of insufficient places being available, places within a particular year group will be allocated in line with the priority criteria listed below. Entitlement to a place in the school is dependent on the parents/carers applying at the appropriate time and (for infant submissions) on compliance with infant class size regulations (2). If a child moves into the school’s designated catchment area once allocation decisions have been made, they will not be offered a place in the school if the planned admission number for that year has been reached but will have the right to appeal.

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 via their Citizen Portal) **and** the school’s own supplementary information form (available from within the admissions section of our website).

The Local Authority common on-line application form must be completed by 15th January 2026.

The decision of the school’s Admissions Committee will be notified to parents/carers 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 (3). 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.

Parents/carers may seek a place for their child outside their normal age group, for example, if the child is gifted and talented, 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. Parents/carers should contact the Headteacher to discuss any such requests with all the relevant information taken into account. Parents/carers 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.

In addition, the parents/carers of a summer born child (those born from 1st April to 31st August) may choose not to send that child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. For delayed entry, the following process should be followed in order:

- a) Parents/carers should make contact with the school directly or when completing the Admissions form for the chronological year by 15th January.
- b) Parents/carers 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 Headteacher. On receiving the supporting evidence, and on the recommendation of the Headteacher, the school will write to the parent/carer to agree 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 advise about applying for a chronological Year 1 place.
 - iii) Parents/carers 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.
 - iv) Attention will also be drawn to the fact that when the child moves to a different school (e.g. 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, the parent/carer will receive a letter detailing the reasons why from the Trust or Local Governing Body.
- d) The parent/carer 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/carer:
 - i) Their child starts school in the September following their 4th birthday;
 - ii) They can consider deferring the child's start date in Reception until later in the school year;
 - iii) They can discuss part-time arrangements with the allocated school, as detailed above.
- e) A parent/carer 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/carer 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 Reception, they should discuss this and other options with the Headteacher. 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 co-ordinated admissions scheme. Parents/carers 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.

Children with an Education, Health and Care Plan (EHCP or Statement of Special Educational Need) naming the school/academy will be admitted even if this means exceeding the agreed PAN.

Oversubscription Criteria

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/carers applied on time, in the following criteria which are listed in order of priority:

1. 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.
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 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 1). The child's place of residence is taken to be the place where the child permanently and/or normally resides.
4. Pupils who will have a sibling (8) attending the school at the time of admission. (Siblings include brothers or sisters, half brothers or sisters, step brothers or sisters, adopted children, 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).
5. All other pupils
6. 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 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.
 - (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 settling the arrangements to be made as to 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 special 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. To have a sibling at the school at the time of admission means that both siblings will be on school roll concurrently.

Full consultation review Spring 2027 or earlier if changes required.

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 who is not a Governor or employee of the school.

In exceptional cases the school has the right to withdraw an offer of a place where:

1. a parent/carer has not responded to an offer within 21 days.
2. where the place has been obtained by false information, for example an incorrect address or date of birth.
3. if the offer was 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 priority criteria. Offers of places will be made by the Local Authority on the school's behalf. The LA only have waiting lists for Reception up to the end of the Autumn term.

If the school/academy receives more applications than places available for children due to start in 2025-2026 a waiting list will be maintained by the 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 2024 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 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.

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 **preferably** via email to dbeoffice@leccofe.org.

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](#). 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.

Tugby Church of England 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.

osa.team@schoolsadjudicator.gov