



Discovery Trust Admissions Policy (primary phase)

First Time Admissions for Autumn Term 2025/2026
Onwards

Mid Term Transfers (In-Year Admissions) from
Autumn Term 2025/2026 Onwards

Pupil admission policy & arrangements. This policy applies to all Discovery Primary & Junior Schools. The Headteacher is responsible for ensuring that all school specific information is completed.

| | |
|------------------------------|---|
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Document History

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|---------------|--------------|------------------------------|--|
| V1.0 draft | 29/17/17 | Nathan Odom | Draft Admissions Policy heard at FAR Committee. |
| V1.0 | 18/01/2019 | Nathan Odom | Policy approved by the Trust Board. |
| V2.0 | 29/01/2019 | Nathan Odom | Policy reviewed and approved by the Trust Board. Version and document control added. |
| V3.0 | 23/01/20 | Nathan Odom | Policy approved by the Trust Board. |
| V4.0 | 03/02/21 | Helen Stockill | Policy approved by the Trust Board. |
| V5.0 | 26/01/22 | Nathan Odom | Updated policy presented to Trust Board for adoption, reflecting changes in National Admissions Code, September 21. |
| V6.0 | 20/10/22 | Nathan Odom Katie Bassett | Updated policy presented to the Trust Board further to public consultation on updated Admission arrangements for the Trust. Arrangements and policy Adopted. Arrangements incorporated changes in the National Admissions Code, September 21. |
| V7.0 | 06/02/24 | Nathan Odom | Updated admission arrangement further to public consultation to reduce Pupil Admission Number. Word changes, further to advice from Leicestershire County Council. |
| V8.0 | 26/03/24 | Nathan Odom | Updated the Trust's admission arrangement in to one document. Format /document change only – no fundamental changes made to the admission arrangements, pupil admission number or oversubscription criteria. Done so with the support of Leicestershire County Council Admissions Service. |

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Part A - General Information

Discovery Academy Trust's Schools

The Discovery Academy Trust is a multi-academy trust, made up of the following schools:

Local Authority - Leicestershire

- Anstey Woolden Hill Primary School
- Asfordby Captain's Close Primary School
- Braunstone Fossebrook Primary School
- Enderby Danemill Primary School
- Kibworth CofE Primary School
- Market Harborough Farndon Fields Primary School
- Market Harborough Wellington Place Primary School
- Narborough Greystoke Primary School
- Sileby Redlands Community Primary School
- Wigston Parkland Primary School

Local Authority - Leicester City

- Braunstone Community Primary School
- Merrydale Junior School
- Mowmacre Hill Primary School

Local Authority – Rutland

Leighfield Primary School

Policy Information

1. Purpose of Policy

The purpose of this policy is to set out clearly the admission arrangements for parents/families when seeking a first time or 'in year' school place. Arrangements are made in accordance with Local Authority coordinated admissions arrangements.

2. Policy Statement

This policy is to comply with the statutory duty placed on Discovery Trust and its primary and junior schools to adhere to the National School Admissions Code, September 2021.

3. Definitions

This policy which follows the guiding principles and requirements of the National School Admissions Code and where the words 'must' and 'must not' represent a mandatory requirement.

4. Responsibilities

Discovery Trust has the responsibility to adhere and comply with the National School Admissions Code, 2021 working in partnership with Local Authorities.

5. Related policies

National School Admissions Code 2021 – [Click Here](#)

6. Monitoring

This policy will be monitored by the Trust and schools for which it applies too.

7. Review

The policy will be reviewed annually by the Trust Board for determination for the following year admission intake. If any proposed changes are suggested, these need to be consulted as per the requirements of the School Admissions Code.

PART B – Admission Arrangements for Discovery Trust

1. Admission Arrangements

1.1 The purpose of this policy is to ensure families understand the process of applying for a school place and determine how places are allocated and offered in a transparent and fair manner.

1.2 The Local Authority will make the offers of places on behalf of the Academy as required by the [School Admissions Code, 2021](#)

2. Published Admissions Number (for the normal point of 4+ entry to reception class)

Schools within Discovery Trust have the following Pupil Admission Numbers (PANs):

| School | Pupil Admission Number (PAN) |
|---|-------------------------------------|
| Leicestershire | |
| Anstey Woollen Hill Primary School | 30 |
| Asfordby Captain's Close Primary School | 30 |
| Braunstone Fossebrook Primary School | 30 |
| Enderby Danemill Primary School | 45 |
| Kibworth CofE Primary School | 90 |
| Market Harborough Farndon Fields Primary School | 60 |
| Market Harborough Wellington Place Primary School | 30 |
| Narborough Greystoke Primary School | 60 |
| Sileby Redlands Community Primary School | 60 |
| Wigston Parkland Primary School | 60 |
| Leicester City | |
| Braunstone Community Primary School | 60 |
| Merrydale Junior School | 90 |
| Mowmacre Hill Primary School | 45 |
| Rutland | |
| Leighfield Academy | 30 |

3. Special Educational Needs

3.1 Section 43 of the Children and Families Act 2014 requires that the governing body of the school must admit to the school a child with Education Health and Care Plan that names the school. These Pupils will be allocated a place before other applications are considered or will be excepted pupils above the admissions number.

4. First Time Admissions

4.1 All Discovery Schools will encourage a single start for first time admissions at the start of the autumn term for children aged four years of age. Except where parents exercise the right for part-time entry (see para 11.2) or until the start of compulsory school age (see para 4.2).

4.2 Children are offered a school place from four years of age, the autumn term following their fourth birthday. However, statutory school age is from the first term following their fifth birthday.

This means that:

- A child turning 5yrs in the autumn term must start school no later than the start of the Spring term.
- A child turning 5yrs in the spring term must start school no later than the start of the Summer term.
- A child turning 5yrs in the summer term must start school no later than the start of the Autumn term. Please see more information in sections 11 and 12.

5. Making a First Time Admission Application (FTA)

5.1 Arrangements are made in accordance with the Local Authority's First Time Admissions Coordinated scheme. This means families must apply to the Local Authority where they live using the Common Application Form (on-line or paper copy available from the Local Authority upon request).

- 15 January closing date for applications to the Local Authority (LA)
- 28 February publication of appeals timetable on LA website
- 16 April (or next working day) National offer day for First Time Admission and Infant-Junior Transfers: families will be informed by their Local Authority of the place given to their child.
- April to August Appeals process and outcomes
- August New intake starts at school.

5.2 Parents who are resident in other areas must apply through their home Local Authority.

5.3 Parents are encouraged to list three choices of schools on the application form including the catchment school for that area. Contact your Local Authority to find out your catchment school(s).

[Leicestershire County Council](#)

School Admissions Service - 0116 305 6684

admissions@leics.gov.uk

[Leicester City Council](#)

School Admissions Service - 0116 454 1009-option 1

admissions.online@leicester.gov.uk

[Rutland County Council](#)

Admissions Service - [01572 722 577](tel:01572722577)

admissions@rutland.gov.uk

6. Late Applications

6.1 Any applications received **after** the 15 January will be considered as a late application. These applications will be considered once all other applications that were received on time have been assessed against the oversubscription criteria by the Local Authority.

7. Priority and Oversubscription Criteria

7.1 Where the school receives fewer preferences than there are available places all pupils will be offered a place.

7.2 At the point of first-time admission, if there are more requests for places than available, places will be allocated up to the pupil admission number in accordance with the priority oversubscription criteria. All other outstanding requests will be refused subject to the provisions relating to exceptional circumstances (see point 16.3).

7.3 See Appendices 1 for the over subscription criteria of each school.

8. Tie Break

8.1 If a tie-break is necessary to determine which child is admitted, the allocation of a place will be determined first by proximity to the school with those living nearest to the school being given priority.

8.2 If any applicants live exactly the same distance from the school, they will be prioritised by the drawing of lots, supervised by an independent officer, not an employee or governor of the school. This will be carried out by the presiding Local Authority. Where children of multiple birth (twins, triplets etc) are tied for the final place, we will admit such siblings even if this means exceeding the school's Pupil Admission Number.

9. Withdrawal of Allocated Places

9.1 The Admitting Authority for Discovery Trust Schools may withdraw places once offered in the following circumstances:

- Where it is determined that the places were offered in error.
- Where the offer was obtained through a fraudulent or intentionally misleading application.
- Where the family has not responded to the offer within the designated reasonable amount of time (20 school days).

10. Fair Access Protocol (FAP)

10.1 Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced, vulnerable children are offered a place at a suitable school as quickly as possible. Discovery Trust will comply with Local Authority's Fair Access Protocol. This may mean admitting children above the Pupil Admission Number.

11. Deferred & Part-Time Entry into School

11.1 Deferred Entry

A family can defer the date of their child's admittance into school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year which the application was made for. The request for deferred entry should be made in writing to the school and accompanied where possible with lead professional* documentation supporting the application. Deferred entry should be indicated on the Common Application Form. **A lead professional is considered to be anyone that is supporting the child and their family in a professional capacity. For example, social worker, consultant, educational psychologist.*

11.2 Part Time Entry

Where a family wishes, a child may attend school part-time until later in the school year but not beyond the point at which they reach compulsory school age. The place at the school will be held open for the child and

not made available to another child until the end of the academic year the place was applied for. Part-time entry should be indicated on the Common Application Form.

12. Admissions of Children Outside Their Normal Age Group

- 12.1 Families may request that their child is admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. The request for delayed entry should be made in writing to the school and accompanied, where possible, with lead professional* documentation supporting the application. **A lead professional is considered to be anyone that is supporting the child and their family in a professional capacity. For example, social worker, consultant, educational psychologist.*
- 12.2 Families of summer born children may choose not to send their 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 year rather than year one. Children born between 1 April and the 31 August are classed as summer born.
- 12.3 If families of a summer born children wish to defer until entry of the start of year one, they must make a new in-year application. If the families of summer born children wish for their child to start in reception a year later, and therefore be admitted outside their normal year group, they must request delayed entry as part of their Common Application Form.
- 12.4 When requests for entry outside of a child’s normal age group are made, the school, supported by the trust, will base its decision on what is best for the child. The school will take into consideration the views of the family, headteacher and other professionals involved, using any supporting evidence.
- 12.6 If it is agreed to delay the child’s entry in to school, this allows families to re-apply a year later along with other children; it does not mean a place will be held or guaranteed.
- 12.7 Families have the statutory right to appeal against the refusal of a place at the school for which they have applied. This right does not apply if the child is offered a place at the school, but it is not in the preferred age group.

13. In Year (Mid-Term) Admissions

- 13.1 Mid-Year application arrangements are made in accordance with the Local Authority’s Mid-Term Admissions Coordinated scheme. This means families must apply to the Local Authority where they live using the Common Application Form either on-line (or paper copy on request) to the Local Authority. It is recommended that families also contact the Local Authority which the desired school is located in to discuss applications.
- [Leicestershire County Council Mid Term Coordinated Admissions Scheme](#)
 - [Leicester City Council](#)
 - Leighfield Academy are responsible for their own Mid-Term (In-Year) applications. To discuss a visit to our school, please contact the school office. Should you wish to make an application to the school, families must make an application via the Leighfield Application form. Please contact the school for a mid-term application form.

- 13.2 If places are available in the relevant year group they will be allocated. In determining whether a place is available, consideration will be given to whether the admission of a further child would prejudice the efficient provision of education and the efficient use of resources.
- 13.4 Where it is determined that a place must be refused, The Council/Academy will aim to notify the parents of the outcome of their application in writing within 10 school days and must notify in writing within 15 school days. This will include details of the right to appeal, and how they should do this.

14. Over Subscription Lists (OSL)

- 14.1 Parents whose child have been refused a place will automatically be added to the Over Subscribed List (OSL). The waiting list for first time admissions will be held until the 31 December for main round applications. The waiting list is updated and re-ranked according to the oversubscription criteria when applications are withdrawn or added. The OSL will be maintained by the Local Authorities or Leighfield Academy. The Local Authority nor Leighfield Academy will hold waiting list for any other year groups.

15. Children Who Have Been Permanently Excluded Twice or Display Challenging Behaviour

- 15.1 Where a child has been permanently excluded from two or more schools there is no requirement for the Trust to comply with preferences of the family for a period of two years from the last exclusion.
- 15.2 The Trust will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry, except for where paragraph 15.1 applies.
- 15.3 Where the school receives an in-year application for a year group that is not the normal point of entry and there is good reason to believe that the child may display challenging behaviour, we may refuse admission and refer the child under the Fair Access Protocol. This may be the case if the cohort has a particularly high proportion of either children with challenging behaviour or previously permanently excluded pupils on roll compared to other local schools, and therefore we consider that admitting another child with challenging behaviour would prejudice the provision of efficient education or the efficient use of resources.

16. Exceeding the Pupil Admission Number

- 16.1 The Pupil Admission Number only applies to the normal year of entry which is Reception year. This means that the Trust may not refuse admission to other age groups on the grounds that they have already reached their Pupil Admission Number. The Trust may, however, refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources in that year group. This includes Infant Class Size prejudice at any point of admission where the admission of a pupil would mean there were more than 30 pupils to one teacher.

17. Appeals

- 17.1 If an application for a school place is refused, a refusal letter is issued, which will set out the reason for refusal and the right to appeal. Parents have a right to appeal to an Independent Appeal Panel.
- 17.2 The decision of an Independent Appeal Panel is binding on parents and the admitting authority.
- 17.3 To appeal please go to the Local Authority websites: [Leicestershire](#) [Leicester City](#) . For appeals for Leighfield Academy, please contact the school directly.

APPENDIX 1: Discovery Trust Schools - Oversubscription Criteria

Oversubscription Criteria and supporting notes in Tables 1 and 2 relate to the below Discovery Trust Schools using a combination of oversubscription criteria and distance method.

- Fossebrook Primary School
- Woolden Hill Primary School
- Redlands Community Primary School
- Leighfield Primary School

Table 1: Oversubscription Criteria

| | |
|-----------------|--|
| 1 st | A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. <i>(see note 1 below)</i> |
| 2 nd | Pupils that have an older sibling attending the school at the same time, regardless if they live in the catchment area or not. <i>(see note 2 below)</i> |
| 3 rd | Pupils that live in the catchment area of the school. <i>(see note 3 below)</i> |
| 4 th | 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). <i>(see note 4 below)</i> |
| 5 th | Children of teaching staff. <i>(see note 5 below)</i> |
| 6 th | Pupils living nearest to the school measured in a straight-line distance. (home to school front gate). <i>(see note 6 below)</i> |

Table 2: Oversubscription Criteria Supporting Notes

| | |
|---|--|
| 1 | <p>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.</p> <p>'Previously looked after children' are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.</p> <ul style="list-style-type: none"> • A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. • Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. 24 • Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). |
| 2 | <p>The term sibling relates to:</p> <ul style="list-style-type: none"> • brothers and/or sisters who share the same parent(s) • a half-brother, half-sister or legally adopted child living at the same address. |

| | |
|---|--|
| | <ul style="list-style-type: none"> • a child looked after by a local authority placed in a foster family with other school age children. • a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child. |
| 3 | <ul style="list-style-type: none"> • The child's place of residence is taken to be the parental/guardian home. Living in the catchment area does not guarantee you a place at your catchment school. Where parents have 50/50 custody or residency, only one address can be used for the purposes of applying for a school place. See page 15, Appendix 2 – Notes to policy for further information. |
| 4 | <p>When making an application parents should send evidence from an independent professional person who knows about the child and supports the application to the school. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered. An independent professional person, for example a health professional, social worker, teacher/early years professional or support worker or such other appropriate person. The evidence must be supplied and must be submitted with the application for a school place.</p> <p>The following list are the areas that are considered exceptional: -</p> <ul style="list-style-type: none"> (a) Children with a serious medical condition - showing that the needs of the child can only be met at the specific school and why other schools would not be able to meet this need, or a child has an exceptional illness or disability (for example, limited mobility) which means that, the child can only reasonably attend one school. (b) Children subject to Child Protection Plans and Child in Need Plans and the child can only reasonably attend one school. (c) Parents suffering domestic violence (This is dependent on documentary evidence by a lead professional for example a health professional, social worker, teacher/early years professional or support worker or such other appropriate person) <p>The Academy will make the decision during the processing period in consideration with relevant professional documentation.</p> |
| 5 | Children of teaching staff who (a) have worked in the school over two years, or (b) have been recruited to fill a post for which there is a demonstrable skills shortage. |
| 6 | Measurement of distance of up to three decimal places will be in a straight line from the centre point of the home property to the school's main designated front gate, using a computerised geo-coded mapping system. Where there is equal distance then lots will be drawn. The drawing of lots will be undertaken by an independent person, not an employee or governor of the school. |

Oversubscription Criteria and supporting notes in Tables 3 and 4 relate to the below Discovery Trust Schools: using a combination of oversubscription criteria and distance method.

- Kibworth Church of England Primary School
- Greystoke Primary School
- Danemill Primary School
- Braunstone Community Primary School
- Mowmacre Hill Primary School
- Captains' Close Primary School
- Farndon Fields Primary School
- Parkland Primary School
- Merrydale Junior School
- Wellington Place Primary School*

**Wellington Place Primary School – as a brand-new school opening in September 2024 is subject to its own admissions policy as outlined on the school's website however the current oversubscription criteria remains as below.*

Table 3: Oversubscription Criteria

| | |
|-----------------|--|
| 1 st | A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. <i>(see note 1 below)</i> |
| 2 nd | Pupils that live in the catchment area of the school. <i>(see note 2 below)</i> |
| 3 rd | Pupils that have an older sibling attending the school at the same time, regardless if they live in the catchment area or not. <i>(see note 3 below)</i> |
| 4 th | 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). <i>(see note 4 below)</i> |
| 5 th | Children of teaching staff. <i>(see note 5 below)</i> |
| 6 th | Pupils living nearest to the school measured in a straight-line distance. (home to school front gate). <i>(see note 6 below)</i> |

Table 4: Oversubscription Criteria Supporting Notes

| | |
|---|---|
| 1 | <p>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.</p> <p>'Previously looked after children' are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.</p> <ul style="list-style-type: none"> • A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. • Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. 24 |
|---|---|

| | |
|---|--|
| | <ul style="list-style-type: none"> Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). |
| 2 | The child's place of residence is taken to be the parental/guardian home. Living in the catchment area does not guarantee you a place at your catchment school. Where parents have 50/50 custody or residency, only one address can be used for the purposes of applying for a school place. See page 15, Appendix 2 – Notes to policy for further information. |
| 3 | <p>The term sibling relates to:</p> <ul style="list-style-type: none"> brothers and/or sisters who share the same parent(s) a half-brother, half-sister or legally adopted child living at the same address. a child looked after by a local authority placed in a foster family with other school age children. a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child. |
| 4 | <p>When making an application parents should send evidence from an independent professional person who knows about the child and supports the application to the school. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered. An independent professional person, for example a health professional, social worker, teacher/early years professional or support worker or such other appropriate person. The evidence must be supplied and must be submitted with the application for a school place.</p> <p>The following list are the areas that are considered exceptional: -</p> <p>(d) Children with a serious medical condition - showing that the needs of the child can only be met at the specific school and why other schools would not be able to meet this need, or a child has an exceptional illness or disability (for example, limited mobility) which means that, the child can only reasonably attend one school.</p> <p>(e) Children subject to Child Protection Plans and Child in Need Plans and the child can only reasonably attend one school.</p> <p>(f) Parents suffering domestic violence (This is dependent on documentary evidence by a lead professional for example a health professional, social worker, teacher/early years professional or support worker or such other appropriate person).</p> <p>The Academy will make the decision during the processing period in consideration with relevant professional documentation.</p> |
| 5 | Children of teaching staff who (a) have worked in the school over two years, or (b) have been recruited to fill a post for which there is a demonstrable skills shortage. |
| 6 | Measurement of distance of up to three decimal places will be in a straight line from the centre point of the home property to the school's main designated front gate, using a computerised geo-coded mapping system. Where there is equal distance then lots will be drawn. The drawing of lots will be undertaken by an independent person, not an employee or governor of the school. |

APPENDIX 2: Notes to Policy

1. Parental Proof of Residence

1.1 In determining an application for a school place, the Council on behalf of the Academy may request evidence of an address or of a move into a catchment area or arriving in the UK.

a) Such evidence may include but not be limited to:

- Opening Council Tax Bill;
- Signed and dated copy tenancy agreement;
- Copy of a letter of completion of house purchase from a solicitor.

b) In addition to the above the following may also be asked for:

- Copy of child benefit letter;
- Copy of current driving licence;
- Copy of registration at GP practice or hospital consultant.

c) Where a family has moved in with relatives or friends (including new to UK):

- A declaration from Parents and householder / homeowner / relative / friend confirming the applicant family now reside at the address;
- A copy of most current council Tax bill from occupier;
- Stamped passport or visa;
- Boarding passes.

1.2 Where the Council does not consider it has been provided with satisfactory proof of address, the application will not be processed until the Council is satisfied that adequate proof has been obtained.

2. Split Residence

2.1 Where a child lives for part of the week with one parent and for part of the week with the other parent, the address recognised by the Academy for the purposes of an application for a school place is the one where the child lives that is the address where the child permanently spends at least three 'school' nights (that is, Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence.

2.2 Where the weekly residence arrangement varies, and a child stays with both parents, on average, for the same amount of time during the school week over a four-week period, and one parent lives in another school catchment, the parents will be required to choose one address for the purposes completing a school application. If those with parental responsibility are unable to agree on the preferences, it may be necessary for parents to obtain further legal advice.

2.3 The Local Authority on behalf of the academy will continue to process an application unless legal documentation is provided that states an application cannot be processed or a pending court hearing. In cases where multiple applications are received for the same child, the Local Authority on behalf of the academy will establish where the child lives for the majority of the time. Where parents cannot agree a single address, parents will be required to seek a Court Order to determine which address is to be used. Where any claimed residence arrangement is found to be false, and the child is yet to start at the allocated school, the place will be withdrawn as it will be considered obtaining the school place on fraudulent and / or misleading grounds. In such circumstances the application will be considered afresh and determined at that time based on the correct information.

3. Second Applications

3.1 Ordinarily parents may only make one application for any particular school per academic year. In exceptional circumstances, and at its sole discretion, the Council may allow a further application to be made where there has been a significant and material change in the circumstances of the parent, the child or the school.

The following is a non-exhaustive list of what may be considered to be exceptional:

- change of address i.e. where the change of address is into the catchment of the school;
- new significant and material evidence has come to light in personal circumstances;
- a significant change in medical circumstances (apart from medical attention for distress or anxiety as a result of unsuccessful applications / appeals);
- there has been a significant and or material change in the circumstances of the school i.e. significant extensions / new build, an increase their PAN, increase in the number of teaching staff.

3.2 In such instances parents must provide written details of the significant and material change together with any evidence of that change. Where the significant and material change is accepted by the Admitting Authority a second application will be permitted and must be made in the usual way and will be processed in the normal manner and, where necessary, in accordance with the priority criteria.

4. UK service personnel or Crown Servants

4.1 For children of UK service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, the Council will use the address at which the child will live when applying the oversubscription criteria, as long as the parent provides some evidence of their intended address. A unit or quartering address will be used as the child's home address where a parent requests this and evidence, such as an official letter declaring the relocation, is received.

4.2 For families of service personnel with a confirmed posting, or crown servants returning from overseas, the admission authority will:

- a) allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. This must be an official government letter issued by a government department e.g. FCDO, UKVi, DIT. We will not refuse to process an application or refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.
- b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. For example, we will use a Unit or quartering address as the child's home address where a parent requests this.

5. Infant Class Size Limits and Permitted Exceptions

5.1 Legislation and regulation on infant class sizes requires an upper limit of 30 children per qualified teacher for classes of children up to the end of Key Stage 1 (reception, year 1 and year 2). The National Regulations on infant class sizes allow very few exceptions, which are set out in the School Admissions Code. Permitted class size exceptions will remain exceptions for the duration of Key Stage 1. From Key Stage 2 (year 3 and up) there are no required staffing ratios in education law.

The exceptions, are:

- a) children admitted outside the normal admissions round with Education, Health and Care Plans specifying a school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an Independent Appeals Panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school