



L.E.A.D. Academy Trust

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Admissions Policy 2024/25



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The published admission numbers for the L.E.A.D. Academy Trust's academies are:

60 pupils for Millfield L.E.A.D. Academy

This policy should be read alongside the School Admissions Code (Statutory guidance for admission authorities, governing bodies, local authorities, school adjudicators and admission appeals panels). References to the 'Code' are to this document:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1001050/School_admissions_code_2021.pdf

All applications for places are made on the applicant's home local authority application form. In the majority of cases, this will be the Leicestershire County Council's (the 'Local Authority') common application form which is available from the Local Authority. The Academy Trust has responsibility for deciding on admissions, although the Local Authority will co-ordinate all admissions in its area and will communicate all admission decisions to parents.

Places will be allocated in accordance with the academy's admission arrangements.

If the year group total is below the published admission number, the academy must offer a place to everyone who applies. Paragraph 3.8 of the Code confirms that, subject to certain exceptions, if a child has been permanently excluded from 2 or more schools/academies, the admissions authority are not required to take into account parental preference for 2 years from the last date of exclusion.

If the published admission number total is met, a child will only be offered a place if there are very exceptional circumstances.

Applications - Normal Year of Entry via normal admissions round

Applications for the Reception Year in 2024/25

For entrance to the academy in September 2024, the closing date of the coordinated admission scheme is 15th January 2024. Applications received by this date will be considered as part of the normal admissions process, will not be considered late and will be treated as 'first cycle allocations'.

Subject to 'Late Applications for the Normal Year of Entry' (see below), applications received after 15th January 2024 will be considered late.

Places will be allocated in accordance with the academy's admission arrangements. The academy must not refuse to admit a child at any point during the normal year admissions round on the basis of poor behaviour from elsewhere subject to paragraph 3.8 of the Code.

If there is oversubscription within any year group the academy will liaise with the local authority who manage admissions on behalf of the academy trust.

Offers of places will be made on the national offer date of 16th April 2024. Parents will have **14 days** to accept the offer of a school/academy place.

If a child is not allocated a place, parents have a statutory right to appeal (see 'Appeals' below). Appeals should be lodged within **20 school days** of the date of the decision letter.

Late Applications for the Normal Year of Entry

In very limited circumstances, the AcademyTrust may be willing to accept applications which are received late but before the date set by the Local Authority for good reason for example:

- a family returning from abroad
- a lone parent who has been ill for some time
- a family moving into Leicestershire from another area
- other exceptional medical or social grounds that can only be met at the academy

<https://www.leicestershire.gov.uk/popular-now/apply-for-a-primary-school-place>

Each case will be treated on its merits.

Any application received by the Academy Trust via Leicestershire County Council Local Authority admissions service up to the date set by the Local Authority, with good reason for being late, and where appropriate, with the agreement of the Academy Trust will be included in the first cycle of allocations and will be notified on the national offer date.

All other late applications for the academy or other primary school places received by the academy trust via Leicestershire County Council Local Authority admissions service after the specified date will be dealt with after the offer day.

Other local authorities might have different policies when dealing with late applications. We would advise that you contact your home local authority to find out what their policies are.

Applications Outside the Normal Admission Round (“In-Year applications”)

Details of how to apply for places in any year group, made during the school year from September 2024 onwards (i.e. outside the normal admissions round), will be made in line with the academy trusts admission process. Applications are processed by Leicestershire’s admissions service and application form, which can be found [here](#). If the respective year group total is below the published admission number for that year group, the child will be offered a place subject to paragraphs 2.15 and/or 3.8 of the Code.

Admission of Children Below Compulsory School Age and Deferred Entry to School

Offers for entry to reception will be made for children to start in the September following their fourth birthday. Where a child is below compulsory school age on 1 September, parents may:

- defer the date that their child is admitted to the academy until later in the academic year but not beyond the term in which the child reaches compulsory school age and not beyond the beginning of the final term in which the offer is made; and
- take up their child’s place part-time until their child reaches compulsory school age.

Admission out of the normal age group: First Time Admissions

Parents/carers may request admission for their child outside of their normal age group. Parents of a summer born child 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 rather than year 1. In general, it is considered that children should be educated in their normal age group, with the curriculum differentiated as appropriate, and they should only be educated out of their normal age group in very limited circumstances (e.g. if the child is gifted and talented or has experienced problems such as ill health). Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned and will take into account the parent’s views, information about the child’s academic, social and emotional development; where relevant their medical history and the views of the medical profession and whether they have previously been educated outside of their normal age group. You can contact the academy for advice on how to request admission for your child outside their normal age group. Parents should submit a letter, with supporting documentation, to the academy outlining their reasons for requesting their child to be admitted to a year group outside their normal age group.

Oversubscription Criteria

Oversubscription occurs when the academy receives more applications than places. The Academy will apply the following criteria in these circumstances.

In the event of oversubscription within any of the criteria listed below, preference will be given to applicants who live closest to the academy, as measured in a straight line (by a computerised geographical information system) from a point on the academy site to a point at the pupil's home, i.e. as the crow flies, both identified by the Local Land and Property Gazetteer. Where two or more pupils are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the Academy Trust).

Pupils who have a Education, Health and Care Plan (EHCP), where the relevant academy is named in the child's plan, will be admitted. This will reduce the number of places available for other pupils.

1. Places will first be allocated to 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 order¹. The definition of previously looked after children includes 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. These children are referred to as 'internationally adopted previously looked after children' (IAPLAC). This also includes children who were previously looked after in Wales, Scotland and Northern Ireland. Government guidance is available here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1001066/Admissions_priority_for_children_adopted_from_state_care_outside_of_England.pdf

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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school. An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014. 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. Places will then be allocated to pupils who, at the closing date for applications, are resident within the catchment area, whose parents have requested a place at the academy and who, at the time of admission, will have a brother or sister¹ attending the academy.
3. Places will then be allocated to other pupils who, at the closing date for applications, are resident within the catchment area and whose parents have requested a place at the academy.
4. Places will then be allocated to pupils who are resident outside the catchment area, whose parents have requested a place at the academy and who, at the time of admission, will have a brother or sister attending the academy.
5. Places will then be allocated to other pupils who are resident outside the catchment area of the academy, whose parents have requested a place at the academy.

¹ See later for the definition of 'brother' and 'sister'.

In instances where more than one child has an equal weighting in accordance with our priority criteria, the tie breaker used is straight line distance between where the home address meets a public highway to the academy's designated main front gates, with whoever is closer being offered the school place. Where there is equal distance, then lots will be drawn supervised by an independent officer. Each applicant which cannot be separated by the weightings above or distance will be allocated a 'lot'. These will be drawn at random until the remaining spaces are allocated/filled.

The above criteria (2-5) may be overridden and priority given to an applicant who can establish any of the following:

- pupils with special educational needs that can only be met at the named academy (e.g. where the academy has specialist provision)*;
- pupils with exceptional medical, mobility, or social grounds that can only be met at the named academy*.

*Applications in these categories must be supported by a statement in writing from a doctor, social worker or other relevant professional in order to demonstrate an 'exceptional social or medical' reason. This is necessary because you will be asking the academy to assess your child as having a stronger case than other children. Each case will be considered on its merits by the academy.

The academy catchment area can be found by clicking on the following link:

[Millfield Catchment Area](#)

Withdrawing an Offer

An offer of a place may be withdrawn in the following circumstances:

- it was made in error;

- it was made on the basis of a fraudulent or intentionally misleading application (e.g. a false claim to residence in the catchment area);
- a place offered at the relevant academy is not accepted within 14 days originally specified or after a repetition of the offer allowing a further 7 days for acceptance and specifying that the offer may be withdrawn if it is not accepted within that period.

The academy can withdraw their place from a child who has started if the place was fraudulently obtained. In deciding whether to do so, the academy will consider how long the child has attended the academy.

Waiting List

Parents whose children have not been offered Millfield LEAD Academy will automatically be added to the school's oversubscription (waiting) list (OSL). The OSL for first time admission (FTA) will remain open until 31st December. The OSL relates to the first time admissions (FTA) process only. The OSL is managed by Leicestershire Local Authority admission service on behalf of the academy.

The OSL is ranked using over subscription criteria. The OSL may change, this means that a child's waiting list position during the year could go 'up' or 'down'. Each time a child is added to the OSL requires the list to be ranked again in line with the published criteria. The OSL makes no distinction between on time or late applications. Millfield LEAD Academy will not hold over-subscription lists for mid-term transfers.

Fair Access Protocols, Allocation, Acceptance of places and Appeals

Local Authorities are required to have **Fair Access Protocols** in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school/academy as quickly as possible.

The **Fair Access Protocol** applies to admissions outside the normal admissions round.

Children allocated to the academy in accordance with the In-Year Fair Access Protocols will take precedence over those children on a waiting list.

Independent Appeals

Parents have the right to an independent appeals panel in the event that their child is declined admission to the academy. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances. Parents wishing to appeal should follow the guidelines and timetable set out by Leicestershire County Council in their offer letter.

Definitions of terms used in these arrangements:

Resident in the Catchment Area and Distance from the Academy

A child will be considered 'resident in the Catchment Area' if the child's permanent place of residence which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the

time of completion of the application form is within the Catchment Area designated for the academy. If a child's parents live at separate addresses, the child's permanent place of residence will be whichever of the two addresses the child permanently spends at least 3 school nights i.e. Sunday, Monday, Tuesday, Wednesday or Thursday each week. Addresses of other relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week. Proof of permanent residence (minimum 12 months tenancy agreement from the date of application in the case of rented accommodation) and other evidence from the court regarding parental responsibilities in these matters may be required. Where a child is resident at two addresses for an equal amount of time, the child's permanent place of residence will be the address shown on the child benefit letter. This is the address that will be used to calculate the distance from the academy.

Brothers or Sisters – sibling connection

1. For admission purposes, the Academy Trust considers the following as siblings if they live in the same house as a child already attending the academy:
 - a brother or sister who share the same parents;
 - a half-brother or half-sister, where two children share one common parent;
 - a step brother or step sister, where two children are related by a parent's marriage;
 - adopted or fostered children under the terms of a Child Arrangements Order.

2. The Academy Trust does not consider these as siblings:
 - cousins or other family relationships not included in 1 above;
 - siblings who at 1 September 2023 will not be registered pupils at the academy.

Where applications are received in respect of twins, triplets or children of other multiple births, the academy will endeavor to offer places, admitting above the planned admission number where necessary. In the event that this is not possible, the parent/carer will be asked which child(ren) should take up the place(s). The parent/carer will still have a right of appeal against a refusal of a place.

Parent

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person; and any person who, although not a natural parent, has care of a child or a young person. Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

Catchment Area

Details of the relevant academy's defined catchment area can be found on the Leicestershire County Council web site or by clicking the link below.

[Catchment Area Map](#)

This document has been updated to reflect the coming into force of the School Admissions Code 2021 with effect from 1 September 2021.