



John Wycliffe Primary School
(An Academy within Inspiring Primaries Academy Trust)



Admissions Policy 2025/26

Striving for excellence in all that we do.

John Wycliffe Primary School is an academy within Inspiring Primaries Academy Trust. This means that the Trust is the admissions authority. It delegates admission decisions to each school's Local Governing Body.

In formulating this admissions policy, the school has consulted with parents, Leicester Diocesan Board of Education, Leicestershire County Council and local academy trusts.

The School Admissions Code (Updated 2015) and the School Admissions Appeals Code (2012) can be found using the links below:

www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf

www.gov.uk/government/publications/school-admissions-appeals-code

John Wycliffe Primary School aims to serve its community by providing an inclusive education of the highest quality. The catchment area served by the school can be found on the attached map at Appendix A.

Our planned admission limit is 60 pupils per year and we comply with the regulations relating to infant class sizes (1). Our designated catchment area does not prevent parents who live outside this area from expressing a preference for our school. 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 (1). If a child moves into the school's catchment once allocation decisions have been made, they will not necessarily be offered a place in the school if the relevant cohort already contains 60 children.

Applications for places for the reception class need to be registered in writing by completing the Local Authority common application form available from www.leics.gov.uk/admissions. The Local Authority common application form must be returned to the Local Authority by **15th January**. The decision of the Local Governing Body will be notified to parents 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 (2). Late applications will not be offered a place within the school if it causes an infant class to exceed 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.

Deferring first-time admissions:

When a child's parents / carers are notified of the allocation of a primary school place, they can request deferment of the child's admission. The school will agree to deferment to later in the school year or until the child reaches compulsory school age in that year. Parents / carers can also request that their child attends part-time until the child reaches compulsory school age. The parent / carer would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. The place at the school will be held open for the child and not made available to another child. For summer born children if the place is not taken up by the summer half-term then a fresh application must be submitted usually for entry into Year 1, as the admissions application is only valid for the academic year in which you applied. The school may withdraw the offer of the place if it is not taken up after deferment and offer the place to another child according to the school priority criteria. Such withdrawals of offers will only be made when the planned admission number for the school has been reached and there are additional children seeking places.

Exceptionally, parents / carers of summer born children (that is those children born from 1st April to 31st August) can request delayed admission. They may request that they are admitted out of their normal age group - to Reception rather than Year 1 following their 5th birthday. If a parent / carer requests admission to Reception not Year 1 all relevant factors will be considered in assessing the request; parents / carers would be expected to provide evidence to show that admission to Reception was in the child's best interests and

will be taken into consideration. Parents / carers seeking to delay their child's admission into school should contact the school in the autumn term in the year prior to the normal entry in the following September in order for the school to make the decision. Decisions will be made on the basis of the circumstances of each case. This will take into account parents' views, information about the child's academic, social and emotional development. The views of the head teacher of the school concerned will be taken into account. Parents' statutory right to appeal against or refusal of a place at a school for which they have applied does not apply if they are offered a place at the school but it is not their preferred age group.

Early transfers or admission of children staying on outside the normal age-range: These are exceptional and must be approved by the school. The parent / carer must request the exceptional arrangement in writing to the school which will then consider the request and the suitability of the arrangement. Expected numbers in the year group and the planned admission number will be taken into account. Children transferring younger than the normal age for transfer are subject to the same priority criteria as children in the normal transfer age-group, as long as the school agrees that early transfer is appropriate and the child has been taught in classes with the academic year group which is one year older for at least three years.

Pupils are admitted to the school as follows:

Children are admitted in the September of the academic year in which they will be five.

If there are more applications than places available, priority will be given to children in the appropriate age range, whose parents applied on time, in the following order:

1. A child who is 'looked after (3)' or 'previously looked after.' Previously looked after children are children who were looked after, but ceased to be so because they were adopted (4) or became subject to a residence order (5) or special guardianship order (6).
2. Pupils who live in the catchment area. (The child's place of residence is taken to be the parental home.)
3. Pupils who have an older sibling attending the school at the time of allocation. (Older 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).
4. 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.

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.

The oversubscription criteria listed above also refers to mid-term applications.

In exceptional cases the Local Governing Body has the right to withdraw an offer of a place where a parent has not responded to an offer within 21 days, or where the place has been obtained by false information, for example an incorrect address or date of birth. Offers of places may also be withdrawn if they were 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 may be withdrawn.

If the Local Governing Body is 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.

For first-time admissions, 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 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.

Waiting lists:

A waiting list will be maintained by the school if the school is oversubscribed for children due to start in the admissions year stated on the front of this policy. The position on the list will be determined by applying the published oversubscription criteria and not by date of receipt. Names will only be removed from the list if a written request from parents is received, or if the offer of a place that becomes available is declined. The waiting list will shut down on 31 December in the policy year.

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.

In all cases, each name added to a waiting list 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.

Notes:

(1) *Education (Infant Class Sizes) (England) Regulations 1998*

(2) *The Co-ordinated Admissions Scheme is available for inspection through Allocations, Leicestershire County Council, County Hall, Glenfield, Leicestershire, LE3 8RF*

(3) *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.*

(4) *Under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).*

(5) *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.*

(6) *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).*

Full consultation review 2028/29 or earlier if changes required.