

# **THURLASTON CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL**

## **ADMISSIONS POLICY FOR SCHOOL YEAR 2024-25**

### **Mission Statement**

At Thurlaston CE Primary School, we are committed to:

- Teaching and living the Christian way of life
- Building our Lives on Jesus

### **Admissions Policy**

Thurlaston CE Primary School is a Voluntary Aided Church of England School founded on the Christian Faith. The Governors are the admission authority, and welcome applications for places from all families. We are inclusive of all pupils of any faith or none but expect all pupils and parents to support the Christian ethos of the school. Our Christian values of generosity, perseverance, trust, forgiveness, thankfulness, compassion, justice and friendship remain at the heart of all we do. We have excellent links with both All Saints Church Thurlaston and Thurlaston Chapel.

Our published admission number is 16.

Where there are more applications than places in school, places are allocated in accordance with the following order of criteria:

1. Children who are 'looked after' (i.e. in the care of the local authority pursuant to Section 31, 3c of the Children Act 1989 or children accommodated by a local authority pursuant to Section 20 of the Children Act 1989) or were previously looked after children. (*Previously looked after children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order.) This includes those who were previously looked after, including those who appear (to the admissions authority) to have been in state care outside England, but have ceased to be because they were adopted. (By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Where Governors are unsure about the validity of the application advice will be sought from the Local Authority's "Virtual School Head")*)
2. Children who live in the school catchment area. See appendix A.
3. Children whose siblings attend the school at the time of admission. [*Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling*].
4. All other children.

N.B. If within any category, the number of places available is insufficient, places will be allocated on the basis of proximity to the school, by measurement of distance in a straight line from the point that the home property's front entrance meets a public highway to the school's main designated front gate, using a computerised mapping system. In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place (e.g. children who live at the same address [flats] or have the same distance measurement). If there is no other way of separating the applications and if to admit both or all of the children would cause the legal limit to be exceeded, then the child (or children) who will be offered the place(s) will be randomly selected by drawing lots. The Admissions Code permits a second twin or other multiple birth sibling to be admitted as exceptions to the infant class size rule and therefore school will admit both twins and all multiple birth siblings in these circumstances.

### **Admissions Process**

Admission applications **must** be made to the Local Authority's by 15<sup>th</sup> January 2024. Parents should apply online at [www.leics.gov.uk/admissions](http://www.leics.gov.uk/admissions). Parents who wish to be considered under criteria 1 need to provide proof of entitlement directly to the school:

Admission decisions will be sent to parents by the Local Authority on 16<sup>th</sup> April 2024.

School will maintain a waiting list until 31<sup>st</sup> December 2024. If a place becomes available it will be offered to the child highest ranked according to the oversubscription criteria.

Appeals against refusal of admission are to be submitted to the Diocesan Director of Education, St Martins House, 7 Peacock Lane, Leicester, LE1 5PZ. Appeals must be made by 17<sup>th</sup> May in writing on the relevant form, and appeals will be heard during the summer term, within 40 schools days of this date. 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. They 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.

## **Mid Term Admissions**

For applications made outside of the normal round of admissions i.e. seeking to move school part way through an academic year, where a place exists in the year group it will be offered. (A place exists if admitting the child will not prejudice the efficiency of education and use of resources of the class and admitting will not take the class over 30 pupils if it is in Years R-2. We consider that year group sizes over 16 will prejudice the efficiency of education and use of resources).

Applications for a place at the school should be directly to the school of the request for the Governing Body's Admission Panel to make a decision. A letter from the school will inform the parents of the decision.

Where an application is made to for a year group that is oversubscribed, a school place may still be offered subject to the following: (i) The request is from a new address in the catchment area for the school; and (ii) Documentary evidence of the house move is provided; and (iii) There is no alternative school within a reasonable distance which has available places in the relevant year group. Reasonable distance for these purposes is 2 miles measured as the shortest safest walking route from a geocoded point at the centre of the home address to the School's front gate using an electronic mapping tool; and (iv) The application is made within 30 calendar days of the family first moving into the property and the application requests a start date of no later than half a school term from the point the application was received; or (v) That the child has/will have a sibling attending the school at the same time. Places will be allocated according to the school oversubscription criteria.

Appeals against refusal of admission are to be submitted to the Diocesan Director of Education, St Martins House, 7 Peacock Lane, Leicester, LE1 5PZ. 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 and appellant within 5 days of the hearing.

## **Admissions for Pupils with an EHCP or those who are Hard-to-Place.**

### **Children with Education Health and Care Plans (EHCP) (Special Educational Needs and Assessment (SENA))**

All applications that have an EHCP will be forwarded to SENA for their consideration and processing. If the school is named on an EHCP plan the child will be admitted (even if the school is full)

### **Circumstances in which an application might be refused – children with challenging behaviour and twice Excluded Pupils**

Where a child has been permanently excluded from two or more schools, there is no obligation on the Council to comply with parental preference for a period of two years from the last exclusion. This does not apply where exclusion was before the child was of compulsory school age, for children who have been re-instated following a permanent exclusion or for children with special educational needs statements or Education, Health and Care Plans.

In addition to this, applications for vulnerable children who have been unable to secure a school place outside of the normal admissions round may be referred for consideration under the Fair Access Protocol. Further details about this can be found on the Council's website. Parents should be aware that where children are considered under the protocol, the protocol has no obligation to comply with school preference rights (although it will be considered) in seeking to secure a school place. However, there is nothing to prevent a parent from applying for a different school at that time – any such application will be considered in accordance with the usual process. Where a governing body does not wish to admit a child with challenging behaviour\* outside the normal admissions round, even though places are available, it must refer the case to the Council for action under the Fair Access Protocol.

[\*behaviour can be described as challenging where it would be unlikely to be responsive to the usual range of interventions to help prevent and address pupil misbehaviour or it is of such severity, frequency, or duration that it is beyond the normal range that schools can tolerate. We would expect this behaviour to significantly interfere with the pupil's/other pupils' education or jeopardise the right of staff and pupils to a safe and orderly environment.]

For those of primary school age the Primary Fair Access Panel will consider the most appropriate school and will aim to facilitate a re-integration. If the school is named as the most appropriate placement the child will be admitted even if the school is full.

## **Admissions - Supplementary Information**

*This section is for information and does not form part of the admission selection process.*

At this school we believe all children should be admitted to their normal age group and at the normal start time for our school. We believe this is in the best interests of the child: socially, emotionally and academically. However we recognise that there may be exceptional circumstances. These supplementary policies are written to address these issues.

Changes to admission in any of these circumstances should be requested on the form in the appendix B.

### **Children not of compulsory school age.**

Compulsory school age is the term after a child's fifth birthday. Children in Leicestershire start the autumn after they turn 4.

We believe that children not of compulsory school age should still start school at the same time as their normal age group with a full-time timetable. This allows for them to make friends with their peers and to start learning at the same rate and pace. However, the law allows for these children to start later (but "not beyond the start of the final term of the school year" – School Admissions Code of Practice section 2.17b.) As school operates 3 terms this would be the start of the summer term after the Easter holidays.

Children not of compulsory school age are allowed to start on a part-time timetable until compulsory school age. Where this has been agreed it will be formally reviewed half termly. We recommend that the part-time timetable should be every day and usually the mornings. It may include lunchtimes and should be considered only if in the best interests of the child. We strongly recommend all children start fulltime.

### **Summer Born children**

These will be covered by the above options but parents may also consider deferring entry by 1 year with the child being taught in the year group below throughout the school and leaving school a year later than their normal year group. Presently this can cause many difficulties and can only be considered in exceptional circumstances and with documentary proof. Exceptional circumstances that may be considered are medical needs or if the child was born prematurely and if they had not, would have been born in the lower year group. The school will make its decision on what it believes to be the best interest of the child.

Difficulties that could arise are that this admissions authority's decision cannot be guaranteed with another admission authority so transition times between schools could prove difficult. Parents could choose later to move the child to their own age group which may not be possible because of class sizes and would mean the child missing a year of education.

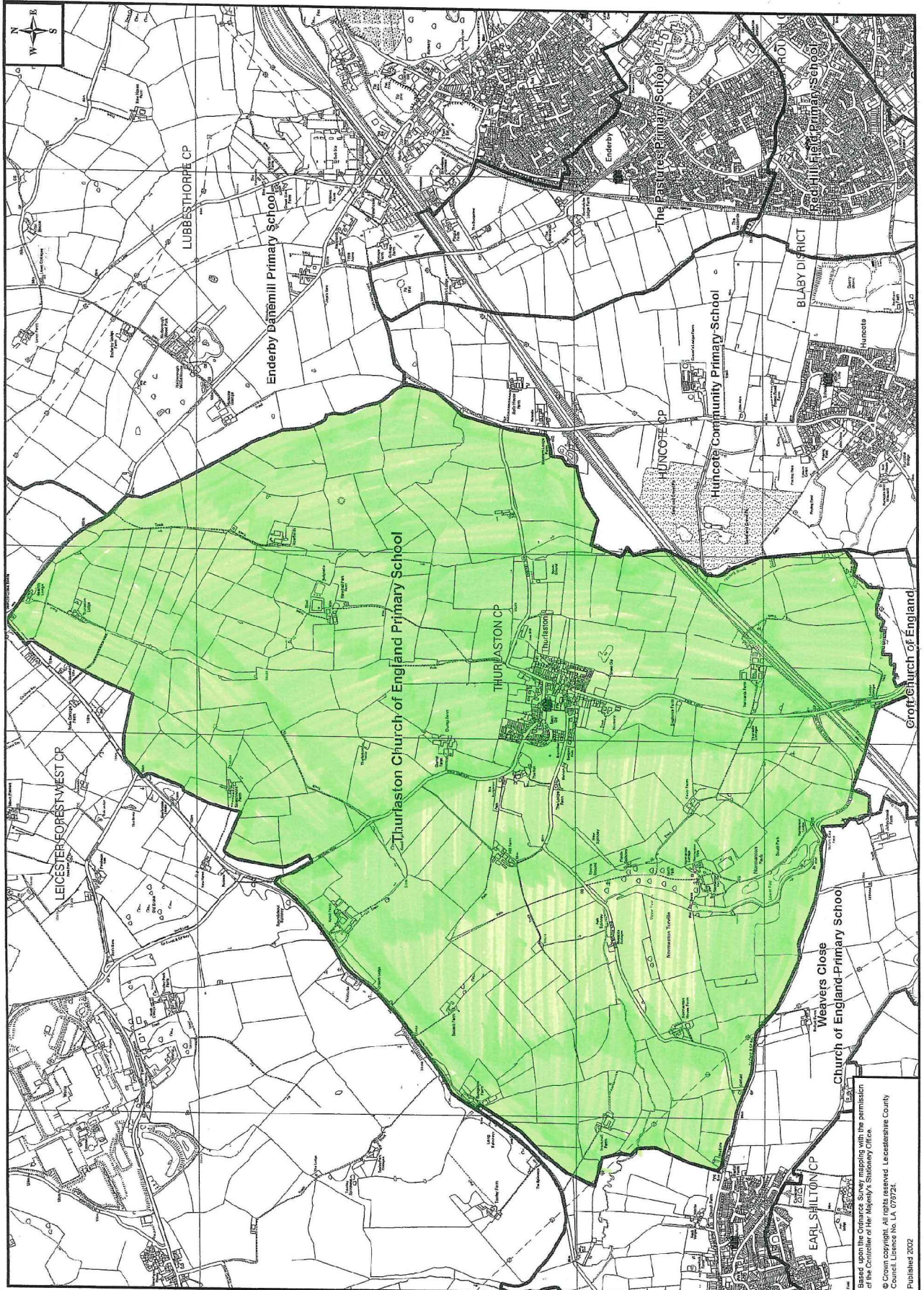
Should a parent wish to request their child is taught in a year group below they must do this before the normal admission time for their child so that they can apply for normal admission time should they be refused. (We would need requests before 1<sup>st</sup> December prior to the year of normal age admission to have time to consider the request properly.) Should permission be granted in exceptional circumstances they will need to apply with the first time admission round for the year group into which they wish to join. They will not be granted any preferential treatment and therefore cannot be guaranteed a place. (Parents must bear this in mind.)

### **Gifted and talented children**

Admission to an older age group would only be granted in exceptional circumstances and with documentary proof. The child would need to be gifted and talented in all areas. As a school we would also need to carefully consider the social implications for the child. Should they not be granted permission to enter an older age group they may sometimes and for some subjects be taught with an older age group as deemed appropriate by the school.



# Appendix A – Catchment Area Map



Appendix B



**Thurlaston CE (Aided) Primary**  
Teaching and living the Christian way of life

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**Form for requesting alternative admission arrangements. This will not affect the offer of a place which will be offered according to our published admissions policy.**

Name of child ..... Date of Birth .....

Address .....

**Parent or guardian details**

Name/s

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Address if different to above .....

Type of request (please tick box and complete details)

**Defer start**

Normal start date: autumn ..... Requested start date : term ..... year.....

**Part time timetable**

Please tick morning or afternoon on each day

<input type="checkbox"/> Mon am	<input type="checkbox"/> Tues am	<input type="checkbox"/> Wed am	<input type="checkbox"/> Thurs am	<input type="checkbox"/> Fri am
<input type="checkbox"/> Mon pm	<input type="checkbox"/> Tues pm	<input type="checkbox"/> Wed pm	<input type="checkbox"/> Thurs pm	<input type="checkbox"/> Fri pm

**Admission to lower year group**

Normal start date: autumn ..... Requested start date : autumn .....

**Admission to higher year group**

Normal start date: autumn ..... Requested year group: .....

Signed .....Date .....  
*(Parent or Guardian)*

Please complete a letter stating your reasons and attach any documentary evidence you wish to be considered. The deadline for completion is 1<sup>st</sup> December before the year of normal admission.

Thank you.