



# Limehurst Academy Policy Document

## Admissions

Date Approved by Governors: January 2017

Review Date: January 2018

Headteacher's signature:

Chair of Governors' signature:

# **Limehurst Academy**

## **Admissions Code For entry in September 2018 and in-year 2018-19**

The admission authority for Limehurst Academy is Limehurst Academy Trust. The Academy Trust is also responsible for arranging an independent appeal against refusal of a place at the school.

### **Purpose of this Code**

The purpose of the Code is to ensure that places at Limehurst are allocated and offered in an open and fair way.

### **Applying for a place**

A parent can apply for a place for their child at any state-funded school in any area. Parents apply to the local authority in which they live (for Limehurst this is usually Leicestershire) for a place at Limehurst and any other preferred schools. The annual closing date is 31 October for a place the following September.

### **The decision**

The Pupil Admission Number for entry in September 2018 (i.e. academic year 7) is 125. All other year groups have a Pupil Admission Number of 120.

Limehurst will accordingly admit at least these numbers if sufficient applications are received. All applicants will be admitted if these numbers or fewer apply.

If Limehurst is undersubscribed, any parent that applies will be offered a place. If oversubscribed, Limehurst will rank applications in order against its published oversubscription criteria and return that list to the local authority.

### **Oversubscription criteria**

When there are more applications for Limehurst than there are places available, after children with an Education, Health and Care Plan where Limehurst is named in the Plan have been allocated places, the following criteria (in the order listed) will be used to allocate places:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 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).
2. Children with a sibling attending Limehurst at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

3. Children living permanently in the Limehurst catchment area, with priority for admission given to children who live nearest to Limehurst as the crow flies. The catchment area has the same boundaries as the catchment areas of the following primary schools:

- Rendell Primary School
- Cobden Primary School
- Robert Bakewell Primary School.

A map is available at the end of this policy.

4. Children currently attending a feeder primary school (those are the schools listed in point 3, and Loughborough Church of England Primary School) who may not live in the catchment area, with priority for admission given to children who live nearest to Limehurst as the crow flies.
5. Children of staff, where the member of staff has been employed at Limehurst on a permanent contract for two or more years at the time at which the application for admission to Limehurst is made.
6. Children who live nearest to Limehurst as the crow flies. Distances are measured from the main entrance of the child's home to the main entrance of Limehurst using electronic mapping.

Random allocation will be used as a tie-break in category '6' above to decide who has highest priority for admission if the distance between two children's homes and Limehurst is the same.

Some admissions authorities use other criteria when allocating places. For the purposes of clarity, Limehurst **does not** allocate places on the basis of faith, ability or aptitude.

Limehurst may need to ask for proof of the following when applying the oversubscription criteria:

- Address
- Child's date of birth
- A copy of an adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

All preferences are collated. Parents then receive an offer from the local authority at the highest preference school at which a place is available on **1 March** or the first working day thereafter in the year in which the child will be admitted.

### **Right to appeal**

Parents, and in some circumstances children, have the right to appeal against Limehurst's decision to refuse admission.

Limehurst will set out the reasons for the decision, that there is a right of appeal and the process for hearing such appeals. Limehurst will establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal Limehurst is required to admit the child.

When Limehurst informs a parent of a decision to refuse their child a place at the school, it will include:

- The reason why admission was refused.
- Information about the right to appeal.

- The deadline for lodging an appeal.
- The contact details for making an appeal.

Parents will be informed that, if they wish to appeal, they must set out their grounds for appeal in writing.

### **Withdrawing an offer or a place**

Limehurst will withdraw an offer if:

- It has been offered in error.
- A parent has not responded within a reasonable period of time (the parent will be notified that the offer may be withdrawn and given an opportunity to respond and explain).
- It is established that the offer was obtained through a fraudulent or intentionally misleading application.

Limehurst will not withdraw a place once a child has started at Limehurst, except where that place was fraudulently obtained.

### **Waiting list**

If Limehurst is oversubscribed, it will maintain a clear, fair and objective waiting list for children in Year 7. Priority will continue to be based upon the oversubscription criteria. A waiting list will not be maintained in Years 8-11.

Priority will not be given to children based on the date their application was received or their name was added to the list.

Parents of gifted and talented children, those with special educational needs or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. Limehurst will make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. This right does not apply if they are offered a place in another year group at Limehurst.

### **Children of UK service personnel (UK Armed Forces)**

For families of service personnel with a confirmed posting to this area, Limehurst will:

- Allocate a place in advance, if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address for considering the application against the oversubscription criteria.
- Ensure that arrangements support the Government's commitment to removing disadvantage for service children.

### **Children from overseas**

Limehurst will treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals.

### **In year applications**

Limehurst will, on receipt of an in-year application:

- Allocate a place if one is available.
- For applications to join Year 7, if a place is not available, add the child to the waiting list and consider the application against the oversubscription criteria.

- Inform parents of their right to appeal against the refusal of a place.
- Notify the local authority of both the application, and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area.

### **Children with challenging behaviour**

- Limehurst will not refuse to admit children in the normal admission round on the basis of their poor behaviour elsewhere except where the child has been permanently excluded from two or more schools.
- Limehurst will participate in the Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly. However, there is no duty for Limehurst or other admissions authorities to comply with parental preference when allocating places through the Fair Access Protocol.
- Where the governing body does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it will refer the case to the Loughborough Inclusion Partnership under the Fair Access Protocol. This will normally only be appropriate where a school has a particularly high proportion of children with challenging behaviour or previously excluded children.
- Limehurst will not refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs.

### **Human Rights Act 1998**

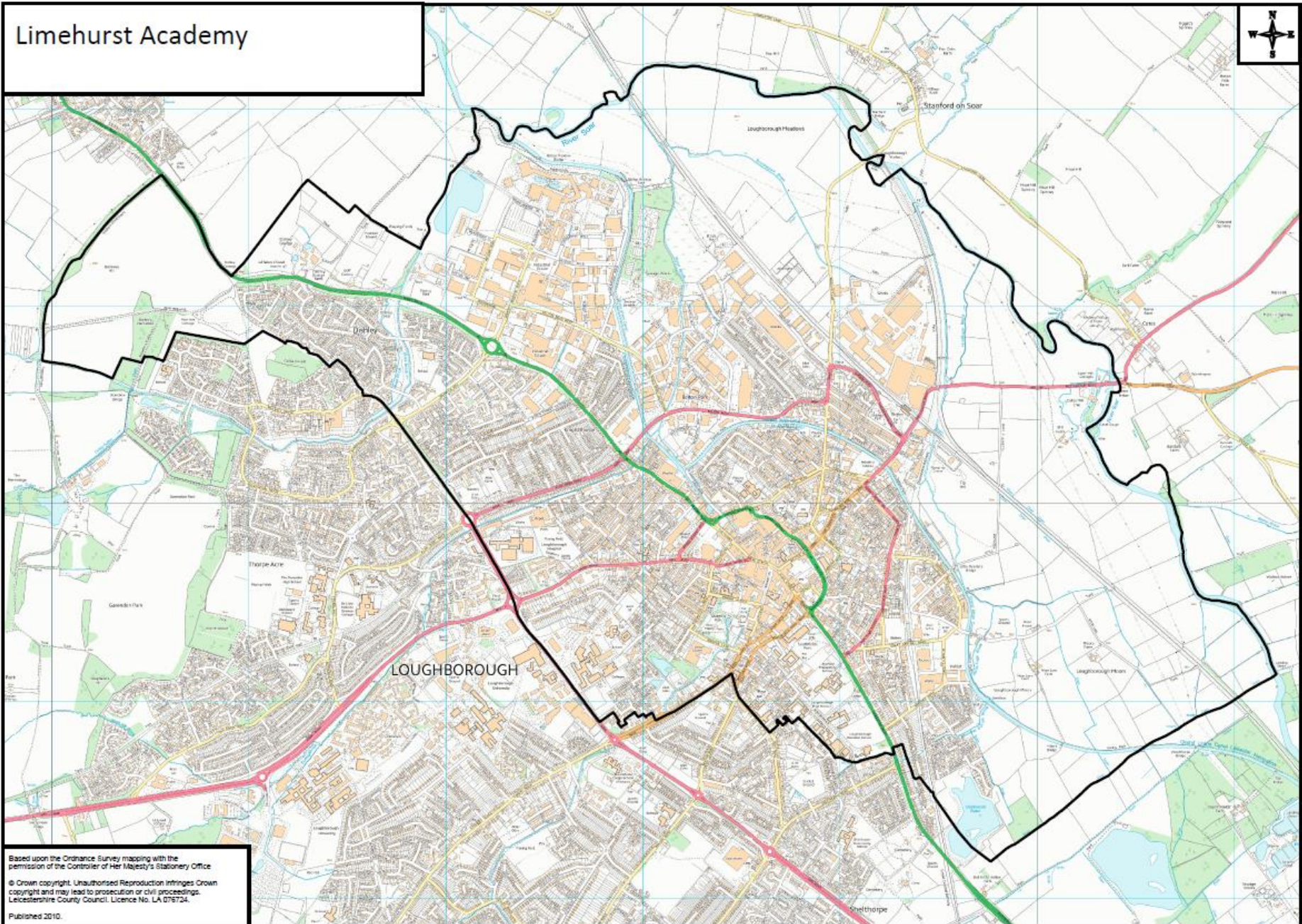
The Human Rights Act 1998 confers a right of access to education. This right does not however extend to securing a place at a particular school. Limehurst will consider parents' reasons for expressing a preference when making admission decisions, though this may not necessarily result in the allocation of a place.

### **The Admissions Timeline**

31 October 2017	Closing date for applications to the Local Authority
28 February 2018	Publication of Limehurst appeals timetable on website
1 March 2018	National offer day for secondary school places.
13 April 2018	Lodge appeals by this date
18 June 2018	Appeals to be heard by this date
29 August 2018	New intake starts at school.

Anyone who considers that Limehurst' arrangements are unlawful can make an objection to the Schools Adjudicator. Objections must be referred to the Adjudicator by **30<sup>th</sup> June 2017**. Further information on how to make an objection can be obtained from the Office of the Schools Adjudicator: <http://www.schoolsadjudicator.go>

# Limehurst Academy



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Published 2010.

