

# LUTTERWORTH HIGH SCHOOL



## ADMISSIONS POLICY

Reviewed: By the Full Governing Board Committee

Adopted: By the Governing Board on 05/10/2021

Signed: Chair of Governors: Janet Price-Jones

Date: 05.10.2021

Signed: Headteacher: Julian Kirby

Date: 05/10/2021

For Review Autumn 2022



## **Lutterworth High School - Admissions Policy for entry from academic year 2023/2024**

The admission authority for Lutterworth High School is 'Lutterworth High School Academy Trust.'

### **Purpose of this Policy**

The purpose of the Policy is to ensure that places at Lutterworth High School are allocated and offered in an open and fair way. The Trust must act in accordance with admissions legislation and the School Admissions Code 2014.

### **Applying for a place**

A parent can apply for a place for their child at any state-funded school. Parents apply to the local authority in which they live (for Lutterworth High School this is usually Leicestershire County Council) for a place at Lutterworth High School. The annual closing date for applications to be made to the local authority is 31<sup>st</sup> October for a place the following academic year. All applications for places at Lutterworth High School will be considered in accordance with the arrangements set out below.

### **Planned Admission Number**

Lutterworth High School will have an Admission Number of 150 for entry into Year 7.

If Lutterworth High School is undersubscribed, any parent that applies will be offered a place.

Section 324 of the Education Act 1996 requires that the governing board must admit to the school a child with an Education Health and Care Plan that names the school.

If oversubscribed the oversubscription criteria listed below will apply:

### **Oversubscription criteria**

Where there are more applications for Lutterworth High School than there are places available 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'. 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). A previously looked after child is a child who met the above definition but ceased to do so because they were adopted (under the Adoption Act 1976 or Adoption and Children Act 2002) or became the subject of a child arrangement order or special guardianship order (under the Children Act 1989).

2. Children of staff directly employed by Lutterworth High School Academy Trust where either or both of the following conditions are met:
  - a. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Children who have a brother or sister attending Lutterworth High School living at the same address at the time of application and who will fulfil the criteria at the time of admission, with priority for admission given to those children who live nearest to Lutterworth High School as the crow flies. For these arrangements the term brother or sister includes half brother or sister or legally adopted child being regarded as the brother or sister.
4. Children currently attending a catchment feeder primary school, with priority for admission given to those children who live nearest to Lutterworth High School as the crow flies.

Catchment feeder schools are:

Bitteswell CE Primary School  
Claybrooke Parva Primary School  
Dunton Bassett Primary School  
Gilmorton Chandler CE Primary School  
Husbands Bosworth CE Primary School  
Lutterworth Sherrier CE Primary School  
Lutterworth Wycliffe Primary School  
North Kilworth St Andrews CE Primary School  
South Kilworth CE Primary School  
Swinford CE Primary School  
Ullesthorpe CE Primary School

5. Children who live in Lutterworth High School catchment area, with priority for admission given to those children who live nearest to Lutterworth High School as the crow flies. This catchment area is published on the Lutterworth High School website and a copy is also attached to this document. A larger copy of the catchment area map is available from the school office.
6. Exceptional circumstances:  
Children of UK service personnel who are to be posted within the attached catchment area map will be given priority, subject to receipt by the Admission Authority of an official letter that declares a relocation date and unit posting address.

If, when you apply, your child has a disability or a serious or life-threatening medical condition and you feel he or she must go to Lutterworth High School and, where these needs can only be met at this school, you must put this on the application form. We will only consider this if you upload or send in medical evidence from a consultant doctor. Please note: a letter from your GP will not normally be sufficient evidence.

The Admission Committee will consider all such applications. We may then take expert medical advice if we consider it necessary. We only agree to a priority placement if the evidence is clear at the outset or if medical advisors consider that it is essential for your child to attend this school.

If there are sensitive family circumstances, such as a significant family disability or involvement of support services (for example, Social Services), we may also consider these when you apply. Again, you must provide documented evidence or reports as appropriate.

It is important that any exceptional circumstances, as described before, are shown on the application form when you upload or send in supporting evidence. If you do not do this, we cannot consider offering your child a priority placement.

It is your responsibility to provide the necessary evidence at the point of application. The Admission Committee will not under any circumstances contact any agency or person to confirm or clarify any issue that you raise.

7. Other children, with priority for admission given to children who live nearest to Lutterworth High School as the crow flies.

### **Education out of year group**

Whilst there is no statutory barrier to children being admitted to school outside of their chronological year group, there is no duty to agree to such a request. In each case it is for Lutterworth High School Academy Trust to make the decision based on the circumstances of the case and what is in the best interests of the child. Parents should discuss the matter with the school prior to making such a request. Parents must provide supporting evidence alongside their application, which clearly highlights why the admission would be in the best interests of the child. It will be for the Governors to determine whether (subject to places being available) to accept the child out of year group or offer a place in the chronological age group. Parents have the right of appeal against a refusal, save where a place is offered in the chronological age group.

### **Right to appeal**

Parents have the right to appeal against Lutterworth High School Academy Trust's decision to refuse admission. Lutterworth High School Academy Trust commissions Leicestershire County Council to arrange independent appeals against refusal of a place at the school. Details on how to appeal are available on the Leicestershire County Council website.

### **Withdrawing an offer**

Lutterworth High School Academy Trust will withdraw an offer if:

It is established that the offer was obtained through a fraudulent or intentionally misleading application. The application will be considered afresh and a right of appeal offered where the offer is refused.

A parent has not responded within a reasonable period of time to the offer of a place (32 calendar days). During this 32 day period the parent will be notified that the offer may be withdrawn and given an opportunity to respond and explain.

It has been offered in error.

Lutterworth High School Academy Trust will not withdraw a place once a child has started at Lutterworth High School, except where that place was fraudulently obtained. The length of time that the child has been at the School will be taken into account.

### **Waiting list**

If Lutterworth High School is oversubscribed for Year 7 applicants, Leicestershire County Council School Admissions Service will maintain a clear, fair and objective waiting list. Priority will continue to be based upon the oversubscription criteria and will be subject to a review of ranking when any new child is placed on the waiting list. The waiting list will be maintained for the first academic term in the year of admission.

### **In-year applications**

Applications for a place in Year 7 received after 31<sup>st</sup> December 2023 will be treated as in-year applications. In-year applications are managed by Leicestershire County Council Schools Admissions Service. A parent requesting a place at the school should apply through the Leicestershire County Council website using the on-line form. On receipt of an in-year application the Trust will:

Allocate a place if one is available.

If a place is not available, Leicestershire County Council Schools Admissions Service will inform parents of that fact and the reasons and inform parents of their right to appeal against the refusal of a place.

### **Exclusions**

Lutterworth High School Academy Trust may refuse admission to applicants who have been permanently excluded from two or more other schools, where the date of the last exclusion was less than two years before the application for admission is made. Lutterworth High School Academy Trust will co-ordinate its arrangements in accordance with the Leicestershire Fair Access Protocol.

### **Fair Access Protocol**

Lutterworth High School Academy Trust will participate in full with the LA's Fair Access Protocol in order to make sure that the most vulnerable children are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admission number of a school that is already full.

### **Tie-break**

Where two or more children receive equal admission priority given the above criteria, random allocation will be used as a tie-break in any criterion to decide who has highest priority for admission. This process will be independently verified.

### **Offers**

All preferences are collated and prioritised in line with the oversubscription criteria. Parents then receive an offer from the local authority at the highest preference school at which a place is available on 1<sup>st</sup> March or the first working day thereafter in the year in which the child will be admitted.

### **Notes:**

Where any priority due to distance is applied, it will be measured in a straight line or 'as the crow flies' from the centre point of the child's home to the school's main designated front pedestrian gate. This will be measured using a computerised mapping system.

Where any priority is based on the child's residence, the address must be the child's main and permanent home. Where a child lives with separated parents who have shared responsibility, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays).

Lutterworth High School Academy Trust may need to ask for proof of the following when applying the oversubscription criteria:

- Address
- Child's date of birth

Adoption order, child arrangements 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.

Date adopted  
Review date