

LUTTERWORTH HIGH SCHOOL



ADMISSIONS POLICY 2026/2027

Reviewed: By the Full Governing Board

Adopted: By the Governing Board – 11/02/2025

Signed: Co-Chairs of Governors: Janet Price-Jones and Carmella Hunt

Date: 11/02/2025

Signed: Headteacher: Julian Kirby

Date: 11/02/2025

Last updated: December 2024

Review date: December 2025

Version: e.g. V1

Policies linked to:

Lutterworth High School - Admissions Policy for entry from academic year 2026/2027

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 2021.

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 31st 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.

<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/apply-for-a-school-place>

Parents/Carers of Year 6 children should apply for a place at Lutterworth High School for the academic year 2026-27 either online via the home Local Authority's website or on the home Local Authority's Common Application Form (CAF), which must be completed and returned by 31 October to be considered as an on-time application.

The admissions timeline:

- 31st October 2025 – Closing date for application to the Local Authority (LA)
- 28th February 2026 – Publication of appeals timetable on LA website
- 1st March 2026 (or next working day) – National offer day for secondary school places
- April – August 2026 – Appeals process and outcomes
- August 2026– New Year 7 intake start at school

All applications received by the relevant closing date will be considered first. Where there are more applications than places, these will be ordered in accordance with the approved oversubscription criteria set out below.

All late applications received after the closing date will be considered after those that have been received on-time.

It is the legal responsibility for the Local Authority where the child resides to co-ordinate the transfer from Year 6 to Year 7 for all relevant children in their area.

Decisions

All decisions about admissions to Lutterworth High School will be made using this policy.

All offers for normal admission round Year 7 places will be made on National Offer Day 1st March, or the next working day by the home Local Authority.

The Local Authority will aim to notify parents of the decision for in-year places within 10 school days of receiving the application and must notify in writing within 15 school days.

Late applications

Any late applications received after the closing date will be considered after those that have been received on time. They will be considered and ranked after all of the on-time applications have been processed. If an application is late due to exceptional circumstances a request can be made to the school to take those circumstances into account. This will be reviewed and written reasons will be provided for any decision.

Applications that are received late for good reason, e.g. when a single parent has been hospitalised, or a family are returning from abroad will be considered along with applications received before the closing date of 31st October, providing documentary evidence of the reason for lateness is also received and is no later than 31st January.

Published Admission Number

Lutterworth High School will have an Admission Number of 175 for entry into Year 7.

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

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 and after the admission of children with an Education, Health and Care Plan where the school is named in the Plan, 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, including those 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. 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). Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
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. Please see the notes below for the definition of 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. Other children, with priority for admission given to children who live nearest to Lutterworth High School as the crow flies.

Tie Breaker

In the event that there are two applications which cannot otherwise be separated following application of the over subscription criteria (including using the final application of distance if more applicants are within a single criterion), the allocation of a place will be by lot. The names of the relevant children will be drawn from a hat by an independent person. This process will be independently verified.

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. Appeals will be held in line with the Department for Education 'School Admission Appeal Code 2022'. Details on how to appeal are available on the Leicestershire County Council website.

If a child has an Education, Health & Care Plan, the appeal is to the Special Educational Needs Tribunal.

Second Applications

Ordinarily only one application may be made for Lutterworth High School per academic year. In exceptional circumstances, and at its sole discretion, we may allow a further application to be made where there has been a significant and material change in the circumstances of the parent, the child or the academy.

We will determine if the circumstances meet the threshold for a second application and confirm our decision in writing.

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.
- If the place has been offered in error and the child is not on roll on the school.

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.

We may request evidence of the home address. We will determine on the evidence produced if this is sufficient to support the application.

Where any claimed residence arrangement is found to be false, and the child is yet to start at the allocated school, the place may be withdrawn. Incorrect information may be misleading or even fraudulent. Accurate information is needed to fairly process all applications. If a place has been withdrawn, the applicant can submit a new application and that will be considered in line with this policy.

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 until 31st December. After that there is no waiting list maintained for Year 7 or any other year group.

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.

<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/apply-for-a-school-place/changing-school-during-term-time>

Permanently excluded Children

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, except where the provisions of the School Admissions Code 2021 paragraph 3.8 apply. Lutterworth High School Academy Trust will co-ordinate its arrangements in accordance with the Leicestershire Fair Access Protocol.

Challenging Behaviour

At any other point of application other than the normal admission round, or at any point in the normal year of entry (year 7), the school may take into account any evidence to suggest that the child has displayed challenging behaviour, as defined within the School Admission Code 3.10 to refuse admission and refer the child to the 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.

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 1st March or the first working day thereafter in the year in which the child will be admitted.

Notes:

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.

Previously Looked After Children are 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). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those 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.

- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. (i.e. charity group that benefits society) but does not include private fostering whether in England or from outside of England.
- Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. 24
- Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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)

The term "brother / sister" includes half-brothers / sisters / step sibling and legally adopted children living at the same home address.

The child's place of residence is taken to be where the child is resident for the majority of the school week. The school will accept 50:50 living arrangements where the child is resident with both parents on a 50:50 split of time, as enabling the closest address to the school as being the determinative address for measuring distance.

For children of UK service personnel (UK Armed Forces) and Crown Servants, a unit postal address or quartering area address that has been formally declared by an official letter will be used as the home address prior to arrival into the UK. A place can be allocated prior to arrival in the UK.

Measurement of distance of up to three decimal places is calculated by the Leicestershire County Council admission team using a Geo Coding System in a straight line from the centre point of the property to the school's main designated front gate. Distance from the school is used as a means of giving priority to children. Should the computerised system throw up an equality of distance for more than one child (who do not have the same home address), the final tie breaker will be used.