

LUTTERWORTH HIGH SCHOOL



ADMISSIONS POLICY

Reviewed: By the Full Governing Board Committee

Adopted: By the Governing Board on 24th March 2026

Signed: Chair of Governors: Carmella Hunt

Date: 24th March 2026

Signed: Headteacher: Julian Kirby

Date: 24th March 2026

Lutterworth High School - Admissions Policy for entry from academic year 2027/2028

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.

Planned 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. 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.

Measuring distance

Where any priority due to distance is applied, it will be measured in a straight line 'as the crow flies' from the centre point of the home property to the school's designated front gate. The measurement of distance is up to three decimal spaces using a computerised geo-coded mapping system.

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 until 31st December.

In-year applications

Applications for a place in Year 7 received after 31st December 2025 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, 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.

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 1st 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.