



Statutory Policy	
Agreed by	FGB
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ADMISSIONS POLICY

September 2025 intake

Agreed by Governing Body:Spring 2024.....

Signed on behalf of the Governing Body :.....

Name in block :.....

Review Date:.....Autumn 2024.....

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Background Statement

Battling Brook Primary School first became a stand-alone academy in June 2013 and as such legislation is applied through its funding agreement with the Secretary of State. It wishes to continue its close relationship with other local primary schools and the Local Authority. Following due consultation in January 2014 in accordance with the national Schools Admission Code, the Trust Board of Battling Brook has agreed the following Admission Policy for the academic year 2025/2026 and all future years thereafter.

There is no guarantee that the policy will not change in future years.

Principles

The purpose of the policy is to ensure that places at Battling Brook Primary School are allocated and offered in an open and fair way.

Battling Brook Primary School Admissions Policy should:

- Offer clarity regarding legal requirements and statutory guidance
- Seek to encourage partnership and avoid conflict at a local and an authority level
- Maintain parental rights and ease the process of admission for parents and children
- Have one consistent first-time admissions date to mainstream education

Children's entitlements are as follows:

- entitlement to a place in the catchment area school (dependent on the parent applying at the appropriate time, or on compliance with infant class size regulations, on compliance with the school's structure)
- entitlement to a place in a preferred school if there is room
- entitlement to be considered according to the same priority criteria as other children where the preferred school is oversubscribed

Legal Position & Other Requirements: Summary

- Battling Brook Primary School is its own admissions authority and must consult as required and publish their admissions policy and arrangements.
- Battling Brook Primary School commissions the Local Authority to administer applications on its behalf.
- The Local Authority is required to coordinate admissions for all residents in Leicestershire. To this purpose it must have an approved scheme for coordination and Battling Brook Primary School will participate with the scheme bearing in mind its structure.
- Parents have a right to express a preference for a school place, including where the child has an Education Health Care Plan. Parents must ensure suitable full-time education for their children by attendance at school or

otherwise; they are not obliged to do this before the child has reached compulsory school age.

- Compulsory school age is from the term immediately following a child's 5th birthday, this means:

A child turning 5 in the Autumn term must start school no later than from the start of the Spring term

A child turning 5 in the Spring term must start school no later than from the start of the Summer term

A child turning 5 in the Summer term must start school no later than the following Autumn term

Battling Brook Primary School has a Published Admission Number (PAN) of 59 for reception and 87 in every other year group. This means once Battling Brook Primary School has filled to 59 in reception and 87 in every other year group (in line with its admissions criteria pg6) all other applications will be refused, and parents will have the right to appeal.

First Time Admissions to mainstream Battling Brook Primary School

This section refers to first-time admissions (4+ entries)

- Parents must apply to their home Local Authority for a school place. Application online is recommended through Leicestershire County Council's website. All requests received by 15th January (national closing date) will be considered first and in accordance with the school's approved priority criteria (please see below). All applications received after the closing date will be considered after those that have been received on time. All supplementary information i.e. medical consultant letters to proof of change of address, remains the parent's responsibility to supply.
- 28 February Publication of appeals timetable on LA website
- The Local Authority that you live in will confirm decisions to parents from 16th April (national offer date). No child will be admitted without an offer from the Local Authority you live in; and this is regardless of whether the child lives in the catchment area or otherwise and regardless of whether the child has attended the pre-school group at Battling Brook.
- For those pupils who do not live in Leicestershire, the School Admissions Service will inform the relevant Local Authority who will in turn inform the parents.
- Places will be allocated up to the Published Admission Number (PAN) of 59 and will not be exceeded regardless of living in the catchment or moving into catchment.
- Parents must apply for a school place at first-time admission stage. The Admissions Service and Battling Brook Primary School in response to this issue launches an annual marketing strategy to publicise and alert parents to the need to complete an application expressing up to three preferences.

- Date of admission for all first time admissions is from the September immediately following a child's fourth birthday i.e. all children who have turned 4 before the end 31st August.
- Battling Brook Primary **does not** have a feeder school. Therefore, no automatic place can be assumed by any parent whose child has attended a pre-school/nursery establishment.

Infant Class Size Limits, Multiple Birth Children and Permitted Exceptions

There is a requirement to limit infant class sizes to 30 children for each qualified teacher. This applies to Reception, Year 1 and Year 2 classes i.e. children aged 4 to 7. The National Regulations on infant class sizes allow very few exceptions:

- a) children admitted outside the normal admissions round with Education, Health and Care Plans specifying a school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an Independent Appeals Panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

Deferring First-Time Admission

When a child's parents are notified of the allocation of a primary school place, they can request deferment of the child's admission. The School will agree to deferment to later in the school year or until the child reaches compulsory school age in that year. Parents can also request that their child attends part-time until the child reaches compulsory school age. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. The place at Battling Brook will be held open for the child and not made available to

another child. For summer born children, if the place is not taken up by the summer half-term then a fresh application must be submitted for entry into Year 1, as the admissions application is only valid for the academic year in which you applied. Battling Brook may withdraw the offer of the place if it is not taken up after deferment and offer the place to another child according to the School's priority criteria. Such withdrawals of offers will only be made when the Published Admission Number (PAN) for Battling Brook has been reached and there are additional children seeking places. Where an offer of a place is withdrawn in this way, the child will not be entitled to free transport to a more distant school.

In-Year (mid-term) Transfers (all year groups)

All mid-term transfer requests (in-catchment included) will be co-ordinated through Leicestershire's School Admissions Service. This is because the LA's online systems operate 24/7, and throughout school holidays at <https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/apply-for-a-primary-school-place>

Before applying, parents are encouraged to arrange to visit the school after which the parent should complete the Local Authority's online Common Application Form (paper forms are available on request).

The council will aim to notify the parents of their application in writing within 10 schools days and must notify in writing within 15 school days.

Where the mid-term application is made through the Local Authority the decision letter will either offer the place or refuse the place, based on whether the admission of another child would prejudice the provision of efficient education or efficient use of resources. A refusal letter will also explain to the parent their right to appeal, and how they should do this.

Parental Preferences & Criteria used for Prioritising Admissions to Schools

Application forms for school places allow parents to express up to three preferences for school places. Parents should rank their preferences, so that if more than one preference can be agreed the one which the parent wants most is offered. However, the Local Authority considers all preferences to have equal value, eg one parent's first preference and another parent's second or third preference are to be considered equally against the admissions criteria. Late applications receive the lowest priority, i.e. they are only considered after all other applications which were received on time, unless it can be demonstrated with documentary evidence that the lateness of the form was beyond the parent's control.

Admissions Arrangements:

- Pupil admission numbers as of September 2025, in reception cohort is set at 59, across all other year groups the cohorts is set at 87. Pupils in cohorts currently in excess of this number will remain. No pupil will be admitted to any cohort that currently exceeds this number, until such a time as the cohort drops below 87.
- Battling Brook Primary School adopts the Local Authority's (LA's) catchment area. This can be viewed on the school website <https://www.bbbrook.leics.sch.uk/page/?title=School+Admissions&pid=33>
- Battling Brook Primary School is seeking to participate fully with the LA's admissions process, but **does not apply the LA's priority criteria** for places both for First Time Admissions and Mid Term Admissions. **Battling Brook Primary School applies its own priority criteria detailed below.** Regardless of priority criteria, parents/carers must always apply through their Local Authority's online common application form (paper on request) for a school place at Battling Brook Primary School.
- Battling Brook participate in the LA's co-ordinated Admissions applications including mid-term applications. The LA will act on the school's behalf and as such the LA will publish Battling Brook's admission criteria on their website.
- Battling Brook Primary School has adopted the following priority criteria

If there are too many requests for Battling Brook Primary School, priority will be given to children in the appropriate age-range, whose parents applied on time, in the following order (see note i below):

1st	Children who are in public care and those children who were previously looked after children. (See note ii).
2nd	Pupils who will have an older brother or sister attending the same school at the same time. (See notes iii).
3rd	Pupils who live in the catchment area. (See note iv).
4th	Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application). (See note v).
5th	Pupils living nearest to the school measured in a straight line distance (home to school front gate). (See note vi).

PLEASE NOTE THAT ATTENDANCE AT BATTLING BROOK PRE-SCHOOL DOES NOT AUTOMATICALLY RESERVE A PLACE FOR A CHILD AT BATTLING BROOK PRIMARY SCHOOL.

APPLICATIONS FOR A PLACE AT BATTLING BROOK PRIMARY SCHOOL ARE COMPULSORY.

Notes:

i. Combinations of the above criteria are used in priority order. Where Battling Brook receives more than 59 applications for the reception year group or 87 applications for any other year group, combinations of the criteria will be used to rank the places. Where the computerised system throws up an equality of distance for more than one child (who do not have the same home address) the final tie breaker will be by drawing lots. The drawing of lots will be undertaken by an independent person, not an employee or trustee of the school. Anyone refused will have the right to appeal.

ii. Children who are looked after and those children who were previously looked after children.

The School Admissions Code 2021 states that all admission authorities must give highest priority to this group of children and provides the following definitions: 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) at the time of making an application to a school.

'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). 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.
- Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.
- 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)

iii. The term sibling relates to:

- brothers and/or sisters who share the same parent(s)
- a half-brother, half-sister or legally adopted child living at the same address
- a child looked after by a local authority placed in a foster family with other school age children
- a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child..

iv. The child's place of residence is taken to be the parental home situated within Battling Brook's catchment area.

v. If this criterion is used, when making an application parents should send evidence from an independent professional person who knows about the child and supports the application to the school. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered. An independent professional person, for example a health professional, social worker, teacher/early years professional or support worker or such other appropriate person. The evidence must be supplied and must be submitted with the application for a school place.

The following list are the areas that are considered exceptional:-

(a) Children with a serious medical condition - showing that the needs of the child can only be met at the specific school and why other schools would not be able to meet this need, or a child has an exceptional illness or disability (for example, limited mobility) which means that, the child can only reasonably attend one school.

(b) Children subject to Child Protection Plans and Child in Need Plans and the child can only reasonably attend one school.

(c) Parents suffering domestic violence (This is dependent on documentary evidence by a lead professional for example a health professional, social worker, teacher/early years professional or support worker or such other appropriate person)

(d) Crown Servants (serving members of the armed forces). For children of UK service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, the Council will use the address at which the child will live when applying the oversubscription criteria, as long as the parent provides some evidence of their intended address. A unit or quartering address will be used as the child's home address where a parent requests this and evidence, such as an official letter declaring the relocation, is received.

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the admission authority will:

- allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. This must be an official government letter issued by a government department e.g. FCDO, UKVi, DIT. We will not refuse to process an application or refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.
- use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. For example, we will use a Unit or quartering address as the child's home address where a parent requests this.

(e) Hard to Place children – who fall under the Fair Access Protocol.

(f) A child for whom transfer to the catchment area school would involve attending a different school until he/she is the right age for transfer. (This is dependent on the child having attended the present school for at least a year).

The Academy will make the decision during the processing period in consideration with relevant professional documentation.

vi. For Criterion 5 above, measurement of distance of up to three decimal places will be in a straight line from the centre point of the home property to the school's main designated front gate, using a computerised geo- coded mapping system. Where there is equal distance then lots will be drawn. The drawing of lots will be undertaken by an independent person, not an employee or trustee of the school.

Out-of-Catchment Requests and Admissions

Parents should be encouraged to visit both the catchment and the preferred school, in order to make informed judgements. If an out of catchment parent approaches Battling Brook Primary School, the Head Teacher (and other staff will:-

- suggest that the parent also visits their catchment school in which they live;
- inform parents that if they still wish to apply to Battling Brook, that they must complete an application form and submit it to Leicestershire's School Admissions Service. Leicestershire School Admissions Service on receiving a request for Battling Brook Primary School outside the normal transfer cycle will:
- contact Battling Brook Primary School to confirm numbers in relevant year groups
- allocate a place if there is space available within PAN for the relevant year group or will refuse the place and inform parents of their right of appeal

Exceeding the Published Admission Number (PAN)

At the time of first-time admission/transfer decisions, if there are more requests for in catchment children than the Published Admission Number (PAN), the Published Admission Number will NOT be exceeded to accommodate the catchment area children. The Published Admission Number will NOT be exceeded in any one year group by the admission of out-of-catchment pupils. If there are more out-of-catchment requests than places available within Admission Number, places will be allocated up to the Published Admission Number according to the school's priority criteria, with any outstanding requests refused. Parents whose requests are refused have a right to appeal to an Independent Appeal Committee whose decisions can override Battling Brook 's School policy. (N.B: In the case of parents whose children have EHCP, the appeal is to the Special Educational Needs Tribunal.)

It maybe that in exceptional circumstances Battling Brook may admit out-of-catchment pupils above Admission Number, and exceed its Admission Number. These situations should be viewed as exceptional and not as precedents for subsequent years or for other schools.

Exceptional circumstances might be:

- Children in public care
- "Hard to Place" children whose cases fall within the Fair Access protocol

[For the full set of 'exceptions' please see para 2.15 of the National School Admissions Codes]

Oversubscription Criteria

If Battling Brook Primary School receives more applications than places available, the LA will rank the applications based on the school's criteria listed above and inform Battling Brook accordingly.

Oversubscription (OSL 'Waiting') List

Parents whose children have been refused a place at Battling Brook Primary School will automatically be added to Battling Brook Primary School's OSL (waiting) list. The OSL for admission will remain open until the end of the Autumn Term in the admission year. The OSL is ranked using the oversubscription criteria listed above. The OSL may change, this means that a child's OSL position during the year could go 'up' or 'down'. The OSL makes no distinction between on time or late applications.

Appeals

If an application for a school place is refused, a refusal letter is issued, which will set out the reason for refusal and the right to appeal. Parents have a right to appeal to an Independent Appeal Panel. The decision of an Independent Appeal Panel is binding on parents and the admitting authority.

To appeal please go to the Leicestershire County Council website - <https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/appeal-a-school-place-and-check-waiting-lists-online>

The LA will arrange the appeal on behalf of the governors to be heard by an independent panel, whose decision is binding on all parties.

Appellants do not have the right to a second appeal in respect of the same school for the same academic year unless, it can be demonstrated that there has been a significant exceptional or material change in circumstances of the parent, child or school.

Examples being:

- Change of address
- It has been agreed that there were procedural faults in the original appeal
- New significant evidence has come to light
- Medical reasons (apart from medical attention for distress or anxiety as a result of unsuccessful appeals)
- Significant change to the school has come to light

(This is not a finite list; each case will be considered on its merits by the lead admissions or appeals officer)

Late appeals will be disallowed unless the appellant can provide clear and convincing reasons why the preference was not expressed at the normal time or why the notice of appeal was not submitted by the normal deadlines.

Acceptance or refusal of offers; Withdrawal of Places or of Offers of Places

Leicestershire School Admissions in accordance with the School Admissions Code on behalf of Battling Brook **will withdraw** the offer/place if:

- it has been offered in error
- a parent has not taken up the place and not responded within a reasonable period of time indicating they want the place.
- It is established that the offer/place was obtained through fraudulent or intentionally misleading application
- Battling Brook will not withdraw a place once a child has started at Battling Brook, except where that place was fraudulently obtained.

In the normal admissions round i.e. when offers are made for first-time admissions national offer date 16th April, it will be assumed by the local authority that the offer is accepted unless it is refused. Once the academic year begins the school place should be taken up within 20 school days. If not, the local authority will afford the parent a reasonable time, (the regulations state 2 weeks) plus additional 7 days for a reminder, to accept the offered place. If no acceptance is received the offered

place may be withdrawn. In addition, the local authority reserves the right to withdraw a school place, or an offer of a place where the place has been obtained by false or misleading information, for example an incorrect address or date of birth. Schools should be vigilant about such matters. The school may ask for a sight of the child's short birth certificate before admission.

Offers of places are also withdrawn if they were based on an address and the parent's address changes before the child is admitted. For example, if a child was offered a catchment area place and the family moves out-of-catchment before admission takes place, the offer of the place may be withdrawn.

Fraudulent Information

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the governors reserve the right to withdraw the place.

Objections

Objections to any aspect of the determined admissions arrangements may be made to the Office of the Schools Adjudicator (www.education.gov.uk/schoolsadjudicator), but must be made before 30th June.

Co-ordinated Schemes

In accordance with the School Admissions Codes, Battling Brook Primary School will participate in two statutory co-ordinated processes as well as the non-statutory process;

- Starting school for the first time (statutory)
- Transferring to secondary school (statutory)
- Mid-term (In-Year) Transfers (non-statutory)

For a detailed breakdown of each process, please refer to the relevant Co-ordinated Scheme on Leicestershire School Admissions website.

In Care, Previously in Care and now Adopted

Children in care of a Local Authority and those children who were previously looked after children, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) are considered under high priority in Leicestershire. In such circumstance proof must be a letter from the last Local Authority that placed the child in care.

To be considered as 'in care or previously in care', Battling Brook Primary School does not stipulate a minimum length of time the child is or has been in care.

Early Transfer or Admission of Children Staying on Outside the Normal Age-Range

Early transfers or admission of children staying on outside the normal age-range are exceptional and must be approved by Battling Brook Primary School.

The parent must request the exceptional arrangement in writing to Battling Brook Primary School. Battling Brook will then consider the request and the suitability of the arrangement. Expected numbers in the year group and the PAN will be taken into account. Professional advice (e.g. from an Educational Psychologist) on the suitability of the arrangement may be sought in some cases, but this would not override any admissions decision. If the child has an EHCP, the view of the Special Educational Needs Assessment Service (SENA) must be sought.

Children transferring younger than the normal age for transfer are subject to the same priority criteria as children in the normal transfer age-group, as long as:

- the relevant schools agree that early transfer is appropriate
- the Local Authority considers early transfer appropriate
- the child has been taught in classes with the academic year group which is one year older for at least three years.

Children who move out of the Catchment Area

A child who has started attending and whose place of residence changes to an out-of- catchment address is entitled to retain his/her place in school.

Such an entitlement does not hold if the child changes phase of education in which case of entitlement to a place is according to the new address.

Excluded or Potentially Disruptive Pupils

Battling Brook Primary School does not allow the refusal of admission because the pupil may disrupt the education of other pupils, but will consider exceptions according to the School Admissions Code. The School Admissions Code allows the refusal of places for children with "challenging behaviour" only for those schools able to demonstrate particularly high proportion of children with challenging behaviour or previously excluded children. In such circumstances the Governors must refer the case to the Fair Access Protocol.

Battling Brook Primary School is not able to refuse admission where such a pupil lives in the catchment area and the parent has applied properly, and where there is a place available within the PAN.

There is no obligation to comply with a parental preference for a child who has been permanently excluded from two or more schools, for a period of two years following the latest exclusion. Parents of such children lose their right of appeal regarding admission. They may refer to the Secretary of State regarding directions to admit children.

A permanently excluded pupil must not be removed from the school register until any exclusion review is complete or until the time limit for notification of review has passed.

Children with Special Educational Needs

Battling Brook does not allow the refusal of admission because it is believed that the school cannot cater for the child's special educational needs. Pupils with special educational needs but no EHCP are dealt with through normal admissions policy, and schools cannot refuse to admit a pupil because he/she does not have a EHCP or is being assessed for a EHCP.

All Governing Bodies are required by section 324 of the Education Act 1996 to admit to a school a child with a EHCP that names the school. This is not an oversubscription criterion and schools must admit Statemented EHCP children whether they have places or not.

Children from Overseas

Battling Brook must treat applications for children coming from overseas in accordance with the DfE & local authorities guidance. Non statutory guidance on this is available on the Department for Education website on the following link

<https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children#processing-applications-from-parents-moving-to-england>

Home-School Agreements

The School Standards & Framework Act does not allow signing a home-school agreement to be a condition for admission.

Deleting a Child's Name from the School's Register

The Education Pupil Registration Regulations describe the circumstances in which a child's name can be deleted from a school's register. In normal circumstances it is not reasonable to delete a child's name from the school's register until it is confirmed that he/she is receiving education elsewhere.

Changes of Address Principles:

- Residence in the catchment area is necessary to give entitlement to a place on request
- Where a school is over-subscribed or a family move into catchment after a published closing date for submission of applications, the School Admissions Service should seek to clarify parent's claim of change of address
- Generally, only one address is recognised for each family, and only one family for each address
- Places, or offers of places, may be withdrawn if they were based on incorrect information from the parents or their representatives
- Each case is considered on its facts.

It is generally not accepted that when allocating places in an over-subscribed school:

- Purchase of a second property by a family, while the first property is retained.
- Rented accommodation, while a previous property is retained.
- Offers or exchange of contracts on intended purchases or sales of properties.
- Informal accommodation arrangements with friends or relatives.

Exceptional circumstances:

The School will always give serious consideration to any exceptional situations, such as where a family has been forced by circumstance to:

- move into temporary accommodation, having lost their previous residence, or
- where there is a long-term separation between the parents and the child spends time in the week at two separate parent addresses.

Verification of address:

In determining an application for a school place, the Council on behalf of the Academy may request evidence of an address or of a move into a catchment area or arriving in the UK.

a) Such evidence may include but not be limited to:

- Opening Council Tax Bill;
- Signed and dated copy tenancy agreement;
- Copy of a letter of completion of house purchase from a solicitor.

b) In addition to the above the following may also be asked for:

- Copy of child benefit letter;
- Copy of current driving licence;
- Copy of registration at GP practice or hospital consultant.

c) Where a family has moved in with relatives or friends (including new to UK):

- A declaration from Parents and householder / homeowner / relative / friend confirming the applicant family now reside at the address;
- A copy of most current council Tax bill from occupier;
- Stamped passport or visa;
- Boarding passes.

Where the Council does not consider it has been provided with satisfactory proof of address, the application will not be processed until the Council is satisfied that adequate proof has been obtained.

Split Residence

Where a child lives for part of the week with one parent and for part of the week with the other parent, the address recognised by the Academy for the purposes of an application for a school place is the one where the child lives that is the address where the child permanently spends at least three 'school' nights (that is, Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence.

Where the weekly residence arrangement varies, and a child stays with both parents, on average, for the same amount of time during the school week over a four-week period, and one parent lives in another school catchment, the parents

will be required to choose one address for the purposes completing a school application. If those with parental responsibility are unable to agree on the preferences, it may be necessary for parents to obtain further legal advice. Leicestershire County Council on behalf of the academy will continue to process an application unless legal documentation is provided that states an application cannot be processed or a pending court hearing. In cases where multiple applications are received for the same child, LCC on behalf of the academy will establish where the child lives for the majority of the time. Where parents cannot agree a single address, parents will be required to seek a Court Order to determine which address is to be used. Where any claimed residence arrangement is found to be false, and the child is yet to start at the allocated school, the place will be withdrawn as it will be considered obtaining the school place on fraudulent and / or misleading grounds. In such circumstances the application will be considered afresh and determined at that time based on the correct information.

Significant Change of Circumstances

The School considers fresh information in support of a parental preference for a school place, even if it is received at a late stage in the admissions process. In normal circumstances there will be no difficulty in meeting the parent's preference if all the school places have not been allocated.

Where the school's places have all been allocated, the School will be unable to offer a place, but may give higher priority to the parent's request if a place subsequently becomes available, according to the family's circumstances, in accordance with the priority criteria.

Verification, e.g. from professional persons or bodies, may be sought from the parent to confirm a change of circumstances. In such circumstances it remains the parent's duty to gather and provide the evidence.

Second Applications

Ordinarily parents may only make one application for any particular school per academic year. In exceptional circumstances, and at its sole discretion, the Council 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 school.

The following is a non-exhaustive list of what may be considered to be exceptional:

- change of address i.e. where the change of address is into the catchment of the school;

- new significant and material evidence has come to light in personal circumstances;
- a significant change in medical circumstances (apart from medical attention for distress or anxiety as a result of unsuccessful applications / appeals);
- there has been a significant and or material change in the circumstances of the school i.e. significant extensions / new build, an increase their PAN, increase in the number of teaching staff.

In such instances parents must provide written details of the significant and material change together with any evidence of that change. Where the significant and material change is accepted by the Admitting Authority a second application will be permitted and must be made in the usual way and will be processed in the normal manner and, where necessary, in accordance with the priority criteria.