

SCHOOL ADMISSIONS POLICY
FOR ADMISSION AUGUST 2027

Date or Review	January 2026
Next Review Date	January 2027
Approved	Headteacher

Admissions Policy for Foxbridge Primary School
First time admissions and Mid-term transfers from August 2027 onwards

1. Principles

1.1 Foxbridge admissions policy aims to:

- Offer clarity regarding legal requirements and statutory guidance
- Seek to encourage partnership and avoid conflict at school and 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

1.2

Children's entitlements are as follows:

- Priority given 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)
- Entitlement to be considered according to the same priority criteria as other children where the preferred school is oversubscribed.

1.3

For the purposes of this policy, parents and carers are collectively referred to as parents, which includes but not limited to natural parents, those who have day-to-day care of a child and/or parental responsibility.

1.4

Where one parent objects to a school application made by the other parent, and to prevent the application from being processed the School Admissions Service will require a court order. In such circumstances, the application will be paused for seven days (following a letter from a solicitor confirming a court order request has been submitted) to
allow the objecting parent time to obtain the court order.

2. Legal Position & Other Requirements: Summary

2.1
Foxbridge Primary School as an academy is the admissions authority.

2.2
Foxbridge have appointed the Local Authority (Leicestershire County Council) to coordinate admissions to the purpose there is an approved scheme for co-ordination.

2.3
In preparing its admission arrangements, the school adheres in full to the requirements and arrangements surrounding consultation and determination detailed within the School Admissions Code. Where any changes to admission arrangements are proposed, the school will undertake a minimum 6–week consultation period between 1st October and 31st January. Parents, schools and local groups with an interest in the local area will be consulted. Consultation is only required to take place every seven years if the admission arrangements have not materially changed since the previous consultation.

2.4
Parents have a right to express a preference for a school place, including where the child has an Education Health Care Plan (EHCP). 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.

2.5
Compulsory school age is from the term immediately following a child's 5th birthday, this means:

- A child turning 5 between 1 September and 31 December must start school no later than from the start of the Spring term.
- A child turning 5 between 1 January and 31 March must start school no later than from the start of the Summer term.
- A child turning 5 between 1 April and 31 August must start school no later than the following autumn term.

2.6
Foxbridge Primary School has an Admission Number (AN) that is capped at 30. If this number needs to be altered, in some cases statutory notices will be published to allow interested parties to make representations.

2.7
The school will only admit children up to the admission number except in certain limited circumstances and will ordinarily consider that anything over and above that number will be prejudicial to the efficient education and/or efficient use of resources.

2.8
The school will allocate any places according to objective and transparent criteria. Where the admission number has not been reached, Leicestershire County Council will allocate a place at that school except in the case of paragraphs 14.30 – 14.31, of the Leicestershire County Council Admissions policy, regarding twice excluded pupils (reception aged children would be exempt) and 14.33 – 14.35 regarding children being considered under the fair access protocol.

2.9
Parents whose preferences are refused have a right to appeal to an Independent Appeal Committee. The decision of an Independent Appeal Panel is binding on parents, the Council and the governing body of the school.

2.10
The law requires Children with an Education Health and Care Plan (EHCP) that names a school in their plan is allocated the place and is not subject to conditions set out within this policy.

2.11
There are no required staffing ratios for junior age children in education law. Regulation on infant class sizes requires an upper limit of 30 children per teacher.

3. First Time Admissions to Foxbridge Primary School

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

3.2 For first time admission, applications for a school place must be made by the relevant closing date (usually the 15th January) during the academic year (between 1st September and 31st August) in which the child turns four, even if the child will not be of compulsory school age in September when they start school. Parents can elect for children not to a ttend school at the start of the autumn term – for further information see section 5 to defer their child's start of school or see section 6 regarding delaying

admission to the following academic year.

3.3 Parents living in Leicestershire must apply to Leicestershire County Council for a school place. The best way to apply is by applying online through the Council's website however paper copies of the application form can be requested from the Customer Service Centre by calling 0116 305 6684.
The link to apply online is:
https://www.gov.uk/apply-for-primary-school-place

3.4

Parents that do not live in Leicestershire but are seeking a school place at a school within the area can do so by applying through their home local authority. Those applications will be forwarded to Leicestershire County Council for processing, in accordance with the co-ordinated admissions scheme (please see the Council's website for a copy of the co-ordinated scheme).

3.5

All applications received by the relevant closing date (please see co-ordinated scheme for dates) will be considered first and in accordance with the approved priority criteria (see section 9). All late applications received after the closing date will receive the lowest priority and will be considered after those that have been received on-time. In exceptional circumstances, late applications may be considered as on time where the parent is able to evidence the reason for lateness was beyond their control i.e. children in care, forced re-location, new school opening etc. However, late applicant families who are already resident within the catchment area and have moved to another address within catchment will not be considered as children in exceptional circumstances and will not be offered a place at the catchment school in those circumstances, if it is full. Applications received beyond 4 weeks post-closing date cannot be considered under exceptional grounds, as it is too late to add them to the process and be considered as a late application.

For those parents that live in Leicestershire, Leicestershire County Council will confirm decisions for applications from the national offer date 16th April (or on the next available working day if the 16th April falls on a weekend/bank holiday).

3.6

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 of the council's decision.

3.7

Places will be allocated up to the Admission Number (AN) of 30 and will not be exceeded regardless of living in catchment or moving into catchment.

3.8

The Council's decision will either be to offer a place at a school or refuse the place because: the school is full or because admission would breach the infant class size limit (in an infant or primary school see section 4). A refusal letter will also explain to the parent their right to appeal – for further information on appeals see section 13 of the Leicestershire County Council Admissions policy.

3.9

It is recognised that some parents are unaware of the need to apply for a school place at first-time admission stage. The Admissions Service 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.

3.10 Date of admissions for all infant and primary schools is from the September immediately following a child's fourth birthday i.e. all children who have turned 4 before 31 August. Pre-admission visits will only take place in the term before the child is admitted to school. Such sessions are not funded.

3.11 Foxbridge Primary School has a single start for first time admissions at 4+. However, parents must ensure full-time education for their child from compulsory school age from 5+.

3.12 For the avoidance of doubt, and in compliance with the relevant regulations, an infant child (i.e. Foundation Stage, Year 1 or Year 2) who moves into a school's area after initial allocation decisions have been made and applies for a catchment place, will not be offered a place in their catchment school if the admission number has already been reached and the class to which they would be admitted will already contain 30 children and there is an alternative school with space available in the relevant year group within 2 miles walking route of the home address.

4. Infant Class Size Limits and Exceptions

4.1 There is a requirement to limit infant class sizes to 30 children for each qualified teacher. This applies to Foundation, Year 1 and Year 2 classes. Regulations on infant class sizes allow very few exceptions. Any applications for year groups which would cause that number to be exceeded will be refused. This includes where admission would cause the infant class size to be breached in the future.

4.2 There are a number of exceptions where children will not count for the purposes of calculating those 30 which are set out below. Children will remain as permitted class size exceptions for the duration of Foundation Stage and Key Stage One, or until the total number of children within the class drops below 30 per class.

4.3 The exceptions, as set out within the School Admissions Code are:

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 of UK service personnel admitted outside the normal admissions round;

f) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;

g) 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.

Permitted class size exceptions will remain exceptions for the duration of Key Stage 1. In addition, schools will no longer have to take qualifying measures in such circumstances.

5. Admission of children below compulsory school age (i) and deferred entry to school

5.1 Foxbridge Primary School will provide for the admission of all children in the September following their fourth birthday. The Admissions Service will make it clear in their

arrangements that where they have offered a child a place at a school:

a) That child is entitled to a full-time place in the September following their fourth birthday;

b) The date their child is admitted to the school can be deferred until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made;

c) Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age in the year the original application was made.

d) A child's school place may be deferred but only up to the beginning of the summer term.

e) Where a child has failed to attend school by the start of the summer term in the school year for which the original application was made, parents will have to submit a new application unless there are exceptional circumstances which have prevented the child from doing so. Where there are no exceptional circumstances any application will be treated as an in-year application.

f) Exceptional circumstances will include a child who has been unable to attend school because of medical reasons (i.e. hospitalisation, operation recovery that has taken up to two school terms).

6. Admission of children outside their normal age group

6.1 At the point of first time admission, parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

6.2 Parents of a summer born child, that is those children born between 1st April and 31st August, may request not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. Foxbridge Primary School accepts that parents may wish to delay starting school in Reception however the children would then be admitted straight into their normal age group.

6.3 To request delayed entry parents should make an application for their child's admission to their normal age group at the usual time, in accordance with this policy. Within that application parents should also submit a request to the Council for admission outside of the normal age group. Further information about the process will then be provided to parents upon their request for admission outside of the normal age group or by contacting the School Admissions Service.

6.4 We are aware that we must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. Decisions will be made by a panel of Local Authority (LA) professionals based on the circumstances of each case and considering the best interests of the child concerned, including the headteacher's view. This will take into account:

- parents' views;
- information about the child's academic, social and emotional development;
- where relevant their medical history;
- any views of medical and other professionals;

- whether they have previously been educated outside of their normal age group;
- whether they may have fallen in to a lower age group if the child was not born
- prematurely;
- the views of the Headteacher of the school concerned.

6.5 When informing a parent of their decision on the year group the child should be admitted to the admission service will set out clearly the reasons for their decision in a letter. The letter will contain a full explanation to the parent of how the decision was arrived at as well as what recourse is available if the request is refused.

6.6 Where the school agrees to a parent's request for their child to be admitted out of their normal age group, it will be necessary for the parent(s) to apply again for a place in Reception at the appropriate time a year later as part of the co-ordinated first time admission process. If that application is successful, the child will be admitted into Reception. However, parents must be aware that any such consent will not guarantee them a place at a particular school.

6.7 The School Admissions Service will process the application as part of the main admissions round unless parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

6.8 Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

7. In-Year (mid-term) Transfers (all year groups) whether in-catchment or not

7.1 All mid-term transfers requests (in-catchment included) will be co-ordinated through the School Admissions Service before admission takes place.

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

7.3 The aim should be to notify parents of the outcome of their application in writing within 10 school days, but they must be notified in writing within 15 school days (5 days if child is indicated as looked after or previously looked after). Delays may occur where further evidence or proof is required i.e. proof of house purchase, tenancy agreement, council tax payment notification, fair access information for complex or out of authority applications etc. or during busy periods (such as during the normal admissions round or due to when schools are closed)

7.4 Where there are multiple in-year admissions and the school do not have sufficient places for every child who has applied for one, places must be allocated on the basis of the oversubscription criteria in the determined admission arrangements only.

7.5 Information setting out the process for applying for mid-terms, which schools the Council co-ordinate the applications for and which schools manage their own in-year admissions (including contact details for those schools) will be set out on the council's website.

7.6 Where the mid-term application is made to Foxbridge Primary School via the Local Authority's Admissions Service the decision letter will either offer the place or refuse the place because the school is full. A refusal letter will also explain to the parent their right to appeal, and how they should do this.

7.7 The Admission Number for each year group is 30 pupils. This number is capped and will not be exceeded to accommodate the catchment area children applying as in-year (mid-term) transfers.

8. Processing Parental Preferences

8.1 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, Leicestershire County Council, as Foxbridge Primary School's admissions service, will consider all preferences to have equal value, e.g. one parent's first preference and another parent's second or third preference are to be considered equally against the admissions criteria.

8.2 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 parents' control. i.e. children in care, forced re-location, new school opening etc. However, late applicant families who are already resident within the catchment area and have moved to another address within catchment will not be considered as children in exceptional circumstances and will not be offered a place at the catchment school in those circumstances, if it is full.

8.3 Applications received beyond 4 weeks post-closing date in the normal round cannot be considered under exceptional grounds, as it is too late to add them to the process.

8.4 (For mid-term (in-year) application closing dates please see Leicestershire's mid-term co-ordinated scheme).

9. Priority criteria for entry Autumn 2027 admissions and mid-term applications during 2027-28 academic year

Priority will be given to children whose parents applied on time and ranked in accordance with the priority criteria set out below. Where there are more applications than places or there is a tie, the next relevant criteria will be used to determine which application should be offered the place, if they still have identical ranking then lots will be drawn (see the section Tiebreaker below):

1. Children who are in public care and those children who were previously looked after children (see note ii)
2. Pupils who live in the catchment area (see note (iii)
3. Pupils who will have an older brother or sister attending Foxbridge

4. Primary School at the same time who live in the same house. This will not apply to mid-term admissions in year groups where the admission number has been reached. (see notes iv)
5. 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)
6. Pupils living nearest to the school measured in a straight-line distance (home to school front gate) (see note vi)

Notes:

i. Combinations of the above criteria are used where appropriate, in priority order to rank the 30 places. Foxbridge Primary School's admissions number is 30. Anyone refused will have the right to appeal.

ii. 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 residence order 19 or special guardianship order) and includes children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

iii. The child's place of residence is taken to be the parental home. Living in the catchment area does not guarantee you a place at your catchment school.

iv. The term 'brother or sister' includes half brother or sister or legally adopted child being regarded as the brother or sister.

v. If criterion 4 is used, professional supporting documentation from the Lead Professional must be supplied and must be submitted with the application.

The following list are the areas that are considered exceptional:

- Children of Service Personnel and Crown Servants
- Children in the care of a LA
- Children subject to Child Protection Plans
- Hard to place children – who fall under the Fair Access Protocol
- Parents suffering domestic violence (this is dependent on documentary evidence by a lead professional)

Each case will be assessed on its individual merits.

vi. For Criterion 5 above, measurement of distance of up to three decimal places is in a straight line from the point that the centre of the home to the school's main designated front gate, using a computerised mapping system. Where there is equal distance then lots will be drawn supervised by an independent officer.

10. Tiebreaker

10.1 If two or more applications have identical ranking following applying all the above criteria in priority order, lots will be drawn. The drawing of lots will be undertaken by a senior officer in the Children and Families Department, supervised by an officer of the Council from another department that is independent of the Council's School Admissions Service.

11. Children Who Move Out of or Into the Catchment Area including Late and or Mid-Term Applications

11.1 A child who is already attending a school and whose place of residence changes to an out-of-catchment address is entitled to continue attending that school. However, any subsequent application, as a mid-term or at the point of transfer to a junior or secondary school, must be made using the new address.

11.2 Where a family have made an application they must notify the school of any change in their address as soon as possible after the move.

11.3 Where a family have applied for or been offered a place at a community or voluntary controlled school and move home during the course of the admissions process (i.e. after the closing date for first time admissions or transfers but before they start) they must notify the Council immediately.

11.4 During the normal round the latest date a proof of change of address can be accepted for the purposes of an application that has already been submitted is the third Friday in March for first time admissions and junior transfers and the third Friday in December for secondary transfers. Home moves will not be accepted without proof (see section 18.4 of the Leicestershire County Council Admissions policy). Where proof is received beyond the above respective 'Fridays', the applications will be considered as late.

12. Exceeding the Admission Number (AN)

At the time of first-time admission/transfer decisions, if there are more requests for in-catchment children than the admission number (AN), the AN will **not** be exceeded.

In normal circumstances, the AN 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 AN, places will be allocated up to AN according to the priority criteria, with any outstanding requests refused.

Parents whose requests are refused have a right to appeal to an Independent Appeal Committee who decisions can override local school policy. (NB in the case of parents whose children have Education, Health and Care Plans, the appeal is to the Special Educational Needs Tribunal).

The AN will only be exceeded in exceptional circumstances. For a full set of exceptions please see para 2.15 of the National School Admission Codes. Exceptional circumstances might be:

a) Admission of children who would have siblings in the school
b) Children in Public Care
c) Hard to place children whose cases fall within the fair Access Protocol.
d) There will be no appeal process to challenge the LA's decision by Foxbridge Primary School or the Governing Body. Foxbridge Primary School commissions the LA to undertake all appeals on its behalf.

13. **Withdrawing an offer or a place**

Leicestershire School Admissions Service in accordance with its coordinating scheme on behalf of Foxbridge Primary School will withdraw its offer 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. (20 days)

It is established that the offer was obtained through fraudulent or intentionally misleading application.

14. Mid term applications

In accordance with the School Admissions Codes, Leicestershire Admissions Authority on behalf of Foxbridge Primary School will operate two statutory co-ordinated process for the purpose of starting school for the first time (statutory) Leicestershire Admissions Service on behalf of Foxbridge Primary School will in the best interest of the parent continue to co-ordinate mid-term (in year) transfers.

15. Miscellaneous

Changes of Address

Proof may be requested for the purposes of adding late first time admission applications to the over subscription list over pupils already on the list.

Exceptional circumstances

The School Admissions Authority 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 parents' addresses.

Verification of address for late first time admissions

What is generally not accepted when allocating places in over-subscribed schools;

Purchase of a second property by a family in over-subscribed schools;

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.

How and When to apply changes to a School's Admission Number (AN)

If Foxbridge Primary School wishes to alter the AN, a consultation process will take place following up to date guidelines from the School Admissions Service.

Children with 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 local authority is the one where the child lives for the majority of the school week. Where it is claimed that the weekly residence arrangement varies, both addresses will be valid, and in some cases the child will have two catchment area schools. These definitions depend on the written declaration of both parents, and if the claimed residence arrangement is found to be false, the child's place at the allocated school may be withdrawn even if the child has started attending.

Children of UK Services personnel and other Crown servants

Such children must be allocated a place in advance, dependent on an official government letter declaring a relocation date and intended address, if the applicant would meet the criteria on relocation. A Unit postal address must be accepted, or if appropriate a "quartering area" address in the absence of a new home postal address.