St John the Baptist Church of England (VA) Primary School



"Prepare the way"

Isaiah 40:3

Admissions Policy for the school year 2028/2029 Academic Year

Data will be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation.

Review

This policy was approved by the Governing Body at a meeting on 15th September 2026 and will be reviewed every year.

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Signed: Jill Carr, Chair of Governors

Introduction:

St John the Baptist C of E Primary School is a Voluntary Aided Church of England Primary school serving the city of Leicester. This means that our governing body is the admissions authority and is responsible for all admissions.

In formulating this admissions policy, the Governors consulted with our parents, Leicester Diocesan Board of Education, local primary schools, Leicester City Council and the governing bodies of local community and voluntary controlled schools for which the Local Authority is the admission authority.

This policy is reviewed by the Governing body each Autumn in line with the legal timelines for admissions.

The School Admissions Code (2021) and the School Admissions Appeals Code (2012) can be found below:

https://www.gov.uk/government/publications/school-admissions-code--2

https://www.gov.uk/government/publications/school-admissions-appeals-code

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

Parents *(1)* have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

St John the Baptist CE Primary School does not have a catchment area but serves the whole city of Leicester.

First Time Admissions into Early Years Foundation Stage (Reception)

The admissions authority will set a planned admissions number (PAN) which indicates the number of places available within the year(s) of entry. This information will explain how places will be allocated until the PAN is reached. The decision will be to refuse all applications that would lead to admission of pupils above PAN

Our planned admission number (PAN) for this policy year is 90 pupils.

All parents may express a preference for our school regardless of their home address. In the event of insufficient places being available, places will be allocated in line with the criteria listed as 1-5 below.

Entitlement to a place in the school is dependent on the parents applying at the appropriate time and on compliance with infant class size regulations *(2)*.

If a place is requested once allocation decisions have been made, a place will not be offered in the school if the planned admission number for that year has been reached but there will be the right to appeal.

Applications for places for the reception class need to be registered by completing the on-line Local Authority common application form - available from https://www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions/

The Local Authority common on-line application form must be completed by 15th January 2028.

The decision of the school's Admissions Committee will be notified to parents by the Local Authority.

The closing date for Local Authority applications and the notification of the decision are in accordance with the Co-ordinated Admissions Scheme *(3).*

Late applications will not be offered a place within the school if the infant class has ninety pupils, regardless of distance to the next nearest available school. Any application received after the closing date will be treated as a mid-term application and places will be allocated according to the school's admissions criteria and planned admission number (PAN) for that year.

Parents may seek a place for their child outside their normal age group, for example, if the child has experienced problems such as ill health or if they are moving from overseas and their child has not been educated in the English school system. Parents should contact the Headteacher to discuss any such requests with all the relevant information considered. Parents may also wish to submit other information in support of their request; for example, from professionals who have worked with their child. Each request will be looked at on an individual basis with any decisions taken according to what is considered to be in the child's best interests. This would be called a delayed start.

In addition, the parents of a summer born child (those born from 1st April to 31st August) have the right to choose not to send that child to school until they are of compulsory school age. In this case the child would have to start school during the same academic year for which they have been accepted and not beyond the beginning of the start of the final term. Parents should discuss this with the Headteacher. This is called a deferred entry start.

For delayed entry the following process should be followed in order:

a) Parents should make the request to The Headteacher and the governing body as the admitting authority by 15th January stating their request in their application for the chronological year group. This will provide time for requests to be processed, and where a request is not agreed, for the family to be assured their chronological application will be processed as a normal on time application.

b) Parents should submit to the admitting authority their reasons for wishing to delay applying for a school place. This should include confirmation of agreement to the proposal from the Headteacher. On receiving the supporting evidence, and on the recommendation of the Headteacher, Leicester City Council will write to the parent to agree that the application can be processed for the following year. However, the letter will highlight the potential risks / impact of this delay which include:

   i) Whilst the school has agreed to the delay, there is no guarantee that the child will be allocated a place at that school the following year.
   ii) Should it not be possible to allocate a place at the school the following year, the local authority will make every effort to allocate a Reception place, rather than a Year 1 place. However, it may not be possible to do this. Decisions on which year group a child is admitted to are taken by a school's admission authority; this is not always the local authority and the admission authority of alternative schools may not be in agreement with delayed entry.
   iii) Parents will also be made aware that delayed entry will have an impact on their child's score should they sit the 11+ test. This is due to the age standardisation process.

iv) Attention will also be drawn to the fact that when the child moves to a different school (e.g. primary to secondary, or to a different school due to a house move) that the admission authority of the new school will be responsible for deciding which year group the child will be placed in. This could result in a child being required to 'skip' a year.

c) If the request is not agreed, the parent will receive a letter detailing the rationale used.

d) A copy of the letter sent to the parent will also be sent to the Local Authority.

e) The parent may still change their mind regarding delayed entry by a whole school year and submit an application in the normal way. If an application is received then the parent's previous request to delay until the following year would no longer apply.

This will offer the following options to the parent:

i) Their child starts school in the September following their 4th birthday;
ii) They can consider deferring the child's start date in Reception until later in the school year;
iii) They can discuss part-time arrangements with the allocated school, as detailed above.

f) A parent who chooses to delay entry by a whole school year will need to apply for a school place in the admissions round for the following year in the normal way. Their application will then be considered in exactly the same way as all others submitted during that application year.

If a parent who has applied by the closing date given by the Local Authority later changes their mind and wishes to defer/delay their child's entry to Reception, they should discuss this and other options with the Headteacher. Requests to defer/delay will not be agreed if the only reason is that a place has not been offered at one of the preferred schools.

These applications for admission outside normal age group will be considered alongside all other applications in accordance with the Local Authority coordinated admissions scheme. Parents have a statutory right to appeal against the refusal of a place at the school for which they have applied. This right does not apply if they have been offered a place at the school but it is not in their preferred age group

Children with an Education, Health and Care Plan (EHCP) naming the school will be admitted even if this means exceeding the agreed PAN.

If there are fewer applications than places, then all applicants will be offered a place without the need for ranking against the admissions criteria.

Otherwise, when there are more applications than there are places available, the governors will admit pupils according to the following criteria which are listed in order of priority.

Priority will be given to children whose parents applied on time, in the following order:

1. Children in care of a Local Authority and those children who were previously looked after children but ceased to be because they were adopted (or became subject to a Child Arrangement Order or special guardianship order). (4)

   By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation, or another

provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Where Governors are unsure about the validity of the application, advice will be sought from the Local Authority's "Virtual School Head"

2. Pupils who have a serious medical condition or exceptional social or domestic needs. (Professional documentation accompanying the application will be required). Examples of exceptional needs include:

- A child whose parent's occupation has an enforcement role which may bring the parent into conflict with parents of children attending their local school and therefore needs to attend the alternative school.
- A child whose parent has recently died or is suffering from a serious illness.
- A child who has suffered severe bullying which is recognised by the present or most recent school as an ongoing problem and which is having significant effect on the child's health.
- A child with a serious medical condition which would make the preferred school particularly suitable
- A child who has been abused and placed on the child protection register and who needs to attend an alternative school to avoid the abuser

A serious medical condition is where there are long-term or complex medical needs that may require ongoing support, treatment or care. This list is not exhaustive, and each case will be considered on its individual merits.

3. Pupils who will have a sibling attending the school at the time of admission (5)

4. Children who are eligible for a pupil premium.

5. All other children.

In the event that there are more applications than places available applications meeting criteria 1-4 will be ranked. Remaining places will be allocated by a method of random selection (drawing lots) that will be observed by an independent witness who is not a Governor or employee of the school.

Children whose twin or sibling from a multiple birth is admitted will be admitted as an exception to infant class size regulations (Foundation Stage, Year 1 and Year 2)

Notes:
(1) The term parent is used to include: parent/guardian/carer
(2) Education (Infant Class Sizes) (England) Regulations1998
(3) The Co-ordinated Admissions Scheme can be accessed for inspection at https://www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions/admissions-policy-and-arrangements/admission-criteria-for-infant-and-primary-schools-2023-24/
(4) A looked after child is a child who is (a) in the care of the 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 arrangement order Section19 or special guardianship order).
(5) Sibling 'each of two or more children or offspring having one or both parents in common: a brother or a sister. To have a sibling at the school at the time of admission means that both siblings will be on school roll concurrently.

Full consultation review 2027 or earlier if changes required.

The school has the right to withdraw an offer of a place where:

1. A parent has not responded to an offer within 21 days.
2. Where the place has been obtained by false information, for example an incorrect date of birth.

This is regardless of numbers in the school and whether or not other requests have been refused.

Refused applications will be added to a waiting list that the school will manage until the middle of August time, when the application will change from a first-time admission to a in year admission and will be added to a waiting list managed by the Local Authority.

If the school is full after National Offer Day, any late applications will also be refused and added to the waiting list.

Applicants should contact the school about first time waiting list positions until the middle of August and then the Local Authority once it changes to an in-year application.

In Year Admissions

The admissions authority will set a planned admissions number (PAN) which indicates the number of places available within each year group. This information will explain how places will be allocated until the PAN is reached. The decision will be to refuse all applications that would lead to admission of pupils above PAN

Our planned admission number (PAN) for this policy year is 90 pupils in each year group.

Applications for places need to be registered by completing the on-line Local Authority common application form - available from https://www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions/

All parents may express a preference for our school regardless of their home address. In the event of insufficient places being available, places will be allocated in line with the criteria listed as 1-5 below.

Children with an Education, Health and Care Plan (EHCP) naming the school will be admitted even if this means exceeding the agreed PAN.

If there are places available in the required year group, then all applicants will be offered a place without the need for ranking against the admissions criteria.

Otherwise, the application will be placed on the waiting list ranked to the following criteria which are listed in order of priority.

Priority will be given to children in the following order:

1. Children in care of a Local Authority and those children who were previously looked after children but ceased to be because they were adopted (or became subject to a Child Arrangement Order or special guardianship order).

   By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation, or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Where Governors are unsure about the validity of the application, advice will be sought from the Local Authority's "Virtual School Head"

2. Pupils who have a serious medical condition or exceptional social or domestic needs. (Professional documentation accompanying the application will be required). Examples of exceptional needs include:

- A child whose parent's occupation has an enforcement role which may bring the parent into conflict with parents of children attending their local school and therefore needs to attend the alternative school.
- A child whose parent has recently died or is suffering from a serious illness.
- A child who has suffered severe bullying which is recognised by the present or most recent school as an ongoing problem and which is having significant effect on the child's health.
- A child with a serious medical condition which would make the preferred school particularly suitable
- A child who has been abused and placed on the child protection register and who needs to attend an alternative school to avoid the abuser

A serious medical condition is where there are long-term or complex medical needs that may require ongoing support, treatment or care. This list is not exhaustive, and each case will be considered on its individual merits.

3. Pupils who will have a sibling attending the school at the time of admission

4. Children who are eligible for a pupil premium.

5. All other children.

In the event that there are more applications than places available applications meeting criteria 1-4 will be ranked. Criteria 5 - All other children will be ordered by distance, rather than by a method of random selection.

Notes:
(1) The term parent is used to include: parent/guardian/carer
(2) Education (Infant Class Sizes) (England) Regulations1998
(3) The Co-ordinated Admissions Scheme can be accessed for inspection at https://www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions/admissions-policy-and-arrangements/admission-criteria-for-infant-and-primary-schools-2023-24/
(4) A looked after child is a child who is (a) in the care of the 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 arrangement order Section19 or special guardianship order).
(5) Sibling 'each of two or more children or offspring having one or both parents in common: a brother or a sister. To have a sibling at the school at the time of admission means that both siblings will be on school roll concurrently.

Full consultation review 2027 or earlier if changes required.

The school has the right to withdraw an offer of a place where:

1. A parent has not responded to an offer within 21 days.
2. Where the place has been obtained by false information, for example an incorrect date of birth.

This is regardless of numbers in the school and whether or not other requests have been refused.

Waiting Lists

First Time Admissions

During the normal admissions round it is always necessary to complete a Local Authority Common Application form to apply for a school place. Registering interest with the school on a 'waiting list' before the admissions round guarantees neither a place nor priority within the priority Criteria. Offers of places will be made by the Local Authority on the school's behalf.

A waiting list will be maintained by the **school** until mid-August if the school is oversubscribed for children due to start in the admissions year stated on the front of this policy. The position on the list will be determined by applying the published priority criteria and not by date of receipt. Each name added will require the list to be re-ranked. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

The waiting list will transfer to the **Local Authority** after mid-August when the applications moves from a first time admission to a in year admission.

Names will only be removed from the list if a written request is received, or if the offer of a place that becomes available is declined. The waiting list will be for the academic year of application only and it will be necessary to reapply the following or subsequent years if applicants wish to remain on the list.

Mid-Term/In year Waiting Lists

Mid-term admission waiting lists will be for the academic year of application only and it will be necessary to reapply the following or subsequent years if applicants wish to remain on the list.

Looked after children and previously looked after children as defined within this policy, are children who are the subject of a direction by a local authority or who are allocated to a school in accordance with a Fair Access Protocol and they will take precedence over any child on the waiting list.

If the Admissions Committee is unable to offer a place the parents/carers have the right to appeal**.**

Children whose twin or sibling from a multiple birth is admitted will be admitted as an exception to infant class size regulations (Foundation Stage, Year 1 and Year 2)

The appeal must be in writing on the relevant form which can be found on the DBE website: https://www.leicesterdbe.org/schools/admissions-and-appeals/ alternatively they can be obtained from the **Clerk to the Appeals Panel, Diocesan Board of Education, St. Martins House, 7 Peacock Lane, Leicester, LE1 5PZ or contact 0116 2615350.**

Appeals must be made by 15th May in writing on the relevant form to the DBE address above.

Appeals will be heard during the summer term between 19th June and 10th July.

Appeals lodged after this deadline, like appeals for in-year admissions, will be heard within 30 school days of the appeal being lodged. In all cases, appellants will receive at least 10 days' written notice of the appeal hearing. Applicants may submit additional evidence in writing by 12 noon the day before the hearing. Decision letters are sent to the school and appellant within 5 days of the hearing.

St John the Baptist CE (VA) Primary School complies with the Leicester City Fair Access Policy.

Any person or body who considers that the arrangements in this policy are unlawful under the Admissions Code may make an application to the Schools Adjudicator. All objections must be referred to the adjudicator by 15th May in the determination year.
osa.team@schoolsadjudicator.gov.uk