

Queniborough C E Primary School

Mid- Term Applications

Applications during the School Year Queniborough CE Primary School has engaged the services of the LA to co-ordinate mid-term applications. This is because the LA's online systems operate 24/7, and throughout school holidays. Online application link: http://www.leics.gov.uk/index/education/going_to_school/school_admissions_and_pupil_services/admissions/online_application.htm

If Queniborough CE Primary School has a space, our admissions committee will advise the LA, who will confirm the place, if there are more applications than places the Governors will rank the applications and inform the LA, who in turn inform parents of outcomes.

Our criteria are as follows:-

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

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.

If there are fewer applications than places, then no application is refused. If there are too many requests, priority will be given to children whose parents applied on time, in the following order:

- 1. Children who are in public care (looked after children) or those who were previously looked after, including those who appear (to the admissions authority) to have been in state care outside England, but ceased to be because they were adopted or became subject to a residence order or special guardianship order. (4)**
- 2. Pupils who have a sibling attending the school at the time of allocation. (5)**
- 3. Pupils who live in the designated catchment (See map at appendix A). The child's place of residence is taken to be the place where the child permanently and/or normally resides.**
- 4. Pupils who have a serious medical condition or exceptional social or**

domestic needs (professional documentation accompanying the application will be required).

5. Pupils who live outside the designated catchment.

In the event that there are more applications than places available in any of the above criteria, 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.

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

1. A parent has not responded to an offer within 21 working days.
2. Where the place has been obtained by false information, for example an incorrect address or date of birth.
3. A child was offered a place and the family moves out of catchment before admission takes place.

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

Waiting Lists for Mid-Term Admissions

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 school is unable to offer a place the parents/carers have the right to appeal.

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**

Notes:

(1) The term parent is used to include: parent/guardian/carer

(2) Education (Infant Class Sizes) (England) Regulations 1998

(3) The Co-ordinated Admissions Scheme is available for inspection through Allocations, Leicestershire County Council, County Hall, Glenfield, Leicestershire. LE3 8RF

(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 arrangements order Section 19 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 "Virtual School Head"

(5) Sibling 'each of two or more children or offspring having one or both parents in common: a brother or a sister.

