



# Wellington Place Primary School

Learn, Lead, Achieve, Succeed

## Wellington Place Primary School admission arrangements for 2024/25

### Welcome to Wellington Place Primary School

Discovery Schools Trust very much wishes the education experience at Wellington Place to be designed with pupils at its heart; giving pupils the tools to become active citizens through their exploration of meaningful experiences, exploring the past, the present day, and how their learning could impact the future.

### Admission number

Wellington Place Primary School has an admission number of 30 for entry in to reception year for 2024/25 intake.

Wellington Place Primary School will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places at the academy/free school to all those who have applied.

### Application process

Wellington Place Primary School will process applications for the school outside the normal process of co-ordination. This means that you will need to make a separate application for this school.

Applications should be applied for through Leicestershire County Council website <https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions>

The closing date for applications is Monday 15<sup>th</sup> January 2024.

Offers will be made on 16<sup>th</sup> April 2024. If we have not entered into a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement.

The application form can be obtained from <https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions>

## Oversubscription criteria

When the academy/free school is oversubscribed, after the admission of all pupils with an that name the school in their care plan, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1 <sup>st</sup>	A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
2 <sup>nd</sup>	Pupils that live in the catchment area of the school
3 <sup>rd</sup>	Pupils that have an older sibling attending the school at the same time, regardless if they live in the catchment area or not
4 <sup>th</sup>	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)
5 <sup>th</sup>	Children of teaching staff
6 <sup>th</sup>	Pupils living nearest to the school measured in a straight-line distance (home to school front gate)

## Notes on Oversubscription Criteria

1 <sup>st</sup>	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 as prescribed in Section 22(1) of the Childcare Act 1989 at the time of making the application. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to residence order 19 in special guardianship order). In such circumstances, a letter from the last Local Authority in which the child was in the care of will be required. It also includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2 <sup>nd</sup>	The child's place of residence is taken to be the parental/guardian home. Living in the catchment area does not guarantee you a place at your catchment school.
3 <sup>rd</sup>	The term "siblings" includes half brother or sister legally adopted child being regarded as the brother or sister.
4 <sup>th</sup>	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: <ul style="list-style-type: none"> <li>a. Children of Crown Servants</li> <li>b. Children subject to Child Protection Plans</li> </ul> Parents suffering domestic violence. This is dependent on documentary evidence by a Lead Professional.
5 <sup>th</sup>	Children of teaching staff who (a) have worked in the school over two years, or (b) have been recruited to fill a post for which there is a demonstrable skills shortage.
6 <sup>th</sup>	Measurement of distance is in a straight line from the centre point of the home property to the school's main designated front gate, using a computerised mapping system.

## **Tie-break**

If any applicants live exactly the same distance from the school, they will be prioritised by the drawing of lots, supervised by an independent officer. This will be carried out by the presiding Local Authority. Where children of multiple birth (twins, triplets etc) are tied for the final place, we will admit such siblings even if this means exceeding the school's PAN.

If a tie-break is necessary to determine which child is admitted, the allocation of a place will be determined first by proximity to the school with those living nearest to the school being given priority. Measurement of distance is in a straight line from the centre point of the home property to the school's main designated front gate, using a computerised mapping system administered by the Local Authority.

## **Late applications**

All applications received by the Local Authority after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

## **Deferred entry for infants**

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

## **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent<sup>1</sup>.

When requests for entry outside of a child's normal age group are made, the school will base its decision on what is best for the child. The school will take in to consideration the views of the parent, headteacher and other professionals involved, using any supporting evidence.

To maintain fairness and consistency of approach each case will be assessed using the following process and principles:

- An early discussion with the parents, headteacher and other appropriate professionals (for example Education Psychologist) as necessary, supported by existing documentation to consider what is the best course of action for the child.

- In exceptional circumstances, an Education Psychologist may elect to assess the child in the home/school environment.
- A panel led by the School's headteacher and other professionals will make a final decision whether the best interests of the child would be met by them being admitted to the requested year group rather than the normal year group.

The School will write to the parents with the outcome including the reasons for the decision.

It is important to note that if it agreed to delay the child's entry in to school, this allows parents to re-apply a year later along with other children; it does not mean a place will be held or guaranteed.

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

## Waiting lists

Parents whose child have been refused a place will automatically be added to the Over Subscribed List (OSL). The waiting list will operate until the end of the first term after the beginning of the school year. The OSL will be maintained by Leicestershire County Council.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## Appeals

All applicants refused a place at the school have a statutory right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Details of how to appeal, including timescales, can be found on the Local Authority website as detailed below;

[Leicestershire County Council](#)

[www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/appeal-a-school-place](http://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/appeal-a-school-place)

## Distance criterion

If any applicants live exactly the same distance from the school, they will be prioritised by the drawing of lots, supervised by an independent officer. This will be carried out by the presiding Local Authority. Where children of multiple birth (twins, triplets etc) are tied for the final place, we will admit such siblings even if this means exceeding the school's PAN.

If a tie-break is necessary to determine which child is admitted, the allocation of a place will be determined first by proximity to the school with those living nearest to the school being given priority. Measurement of distance is in a straight line from the centre point of the home property to the school's main designated front gate, using a computerised mapping system administered by the Local Authority.

## **Mid-Term Applications**

All mid-term applications are administered by the Local Authority of where the parent lives. It is recommended that parents arrange a visit to the catchment school(s)/other schools of interest. Parents should complete the Common Application Form from their Local Authority.

## **Fair Access Protocol**

Wellington Place Primary School participates in the Local Authority's Fair Access Protocol.

PROPOSED