L.E.A.D. Academy Trust
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Forest Lodge Academy

L.E.A.D. Academy Trust

Admissions Policy

2027-2028

Policy/Procedure management log

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1. Aims

This policy aims to:

- Explain how to apply for a place at Forest Lodge Academy.
- Set out the academy's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following statutory guidance from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or

- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Social and medical need are children who have a serious medical condition, which can be supported by medical evidence, significant caring responsibilities, which can be supported by a social worker or where one or both parents or the child has a disability that may make travel to another school more difficult, which can be supported by medical evidence.

Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address.

4. How to apply

For applications in the normal admissions round you should use the application form provided by Leicester City local authority on their website.

https://www.leicester.gov.uk/schools-and-education/school-admissions

https://www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions/admissions-policy-and-arrangements/admissions-criteria-for-infant-and-primary-schools-2026-27/

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the academy. An school application must be made for a place in reception on the Leicester City Admissions Website.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

At Forest Lodge Academy we would always work with you to put support and adaptation in place to allow your child to successfully be admitted into their normal age group class/year.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views

- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the academy but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The academy has an agreed admission number of 90 pupils for entry in Reception.

6.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name the academy will be admitted before any other places are allocated.

If the academy is not oversubscribed, all applicants will be offered a place.

In the event that the academy receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order listed, until all places are filled.

Leicester City Criteria

Criterion 1: Children in the care of a local authority within England or who were previously in the care of a local authority within England

Criterion 2: Children who were previously in care outside of England

Criterion 3: Children who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested

Criterion 4: Children whose home address is in the catchment area of the infant or primary school with a sibling at the school who will still be on roll when the applicant starts school

Criterion 5: Children whose home address is outside the catchment area of the infant or primary school with a sibling at the school, who will still be on roll when the applicant starts school

Criterion 6: Children whose home address is in the catchment area of the infant or primary school

Criterion 7: Children who are sons / daughters of staff working at the school for at least 2 years at the time of application

Criterion 8: Children whose home address is outside the catchment area of the school and who have requested a place

6.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the academy will use the distance between the academy and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the academy.

Distance will be measured in a straight line from the child's home address to the academy's front gates on Charnor Road. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal academy week.

Where the distance between 2 children's homes and the academy is the same, random allocation will be used to decide between them. This process will be independently verified.

Where the distance between 2 children's homes and the academy is the same, random allocation will be used to decide between them by drawing random sealed envelopes with name of one child per envelope. This process will be independently verified.

6.4 Children below compulsory school age

Where children below compulsory school age are offered a place at the academy, they will be entitled to attend the academy full-time in the September following their fourth birthday.

Parents may defer their child's entry to the academy until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

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.

6.5 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry, except for where paragraph 3.8 applies.

Where an in-year application is received for a year group that is not the normal point of entry and our academy does not wish to admit the child because it has good reason to believe that the child may display challenging behaviour, admission may be refused. In this case, we will use the Fair Access Protocol to refer the child to the Fair Access team. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the academy.

6.6 Fair Access Protocol

We participate in Leicester City Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the academy will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be to Leicester City Council online:

https://www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions/in-year-admissions/

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

8. Appeals

If your child's application for a place at the academy is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

https://www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions/appeal-against-a-school-place-decision/#:~:text=You%20can%20call%20us%20on,%40leicester.gov.uk.

You can find details of the academy's appeals timetable on the following webpage:

https://www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions/appeal-against-a-school-place-decision/#:~:text=You%20can%20call%20us%20on,%40leicester.gov.uk

9. Monitoring arrangements

This policy will be reviewed and approved by the Forest Lodge Academy Governing Board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the academy's admission arrangements at least once every 7 years.