



**Higham on the Hill C of E Primary School
Admissions Policy for the school year 2026/2027
Signed on Behalf of the governing body: Karen Allen**

Review schedule- Every year

Higham on the Hill Primary School is a Church of England Primary Academy. This means that the school Governors are responsible for all admissions. Within RISE, Directors delegate responsibility to the relevant LGB (Local Governing Body) for consultation in regards to Admission Policy, for application decisions and to appeal against Local Authority decisions to admit pupils.

In formulating this admissions policy, the (Local) Governors consulted with Leicester Diocesan Board of Education, other Diocesan Board of Educations, local academies, Leicestershire County Council and the required governing bodies of community and voluntary controlled schools for which the Local Authority is the admission authority. This policy is reviewed by the LGB each Spring in line with the legal timelines for admissions. The School Admissions Code (2015) and the School Admissions Appeals Code (2012) can be found below:

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

<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/academy 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 have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

Higham on the Hill C of E Primary School serves the catchment area shown in the attached Appendix.

The admissions authority will set a planned admission 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. A non-statutory admissions limit has been set for all other year groups.

Our planned admission number (PAN) for 2026-27 is 15 pupils.

Applications for places for children living outside the designated catchment area are welcomed, if there are places available within that particular year group. Entitlement to a place in the school is dependent on the parents applying at the appropriate time and (for infant submissions) on compliance with infant class size regulations (1). If a child moves into the school's designated catchment area once allocation decisions have been made, they will not necessarily be offered a place in the school if the planned admission number for that year has been reached.

Applications for places for the reception class need to be registered by completing the on-line Local Authority common application form (available from www.leics.gov.uk/admissions). The Local Authority common on-line application form must be completed by mid-January each year.

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 (2). Late applications will not be offered a place within the school if the infant class has thirty 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.

Pupils are admitted to the school as follows:

Children are admitted in the September of the academic year in which they will be five. Parents may request deferred or delayed entry in writing, accompanied where possible with lead professional documentation supporting the request. *Deferred entry* = a request to seek a start later in the school year, but no later than the start of the summer term. *Delayed entry* = a request to the admitting authority seeking to apply and start a year later from reception.

Children with an Education, Health and Care Plan (or Statement of Special Educational Need) naming the school/academy 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 in the appropriate age-range, whose parents applied on time, in the following order

1. A child who is 'looked after (3)' or 'previously looked after.' Previously looked after children are children who were looked after, but ceased to be so because they were adopted (4) or became subject to a residence order (5) or special guardianship order (6).
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 parents' 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

This list is not exhaustive, and each case will be considered on its individual merits.
3. Pupils who live in the catchment (See appendix). The child's place of residence is taken to be the parental home.
4. Pupils who will have an older sibling attending the school at the time of admission. (Older siblings include brothers or sisters, half brothers or sisters, step brothers or sisters, adopted children, fostered children, children of partners living together or any other child who permanently resides at the parental home and for whom the parent has parental responsibility).
5. Pupils of families whose parents are regular practising members of the Church of England or another Christian denomination.
6. Pupils of families whose parents are regular practising members of another faith.

In the event of over subscription, places will be allocated within that particular criterion (as listed above) by a method of random selection (drawing lots) that will be observed by an independent witness.

In exceptional cases the school has the right to withdraw an offer of a place where a parent has not responded to an offer within 21 days, or where the place has been obtained by false

information, for example an incorrect address or date of birth.

Offers of places will not be withdrawn where a place has been offered and a family moves to outside the catchment. However, where it is established a family has used a false address prior to starting school, the place will be withdrawn as detailed in the school admissions code 2021. This is regardless of numbers in the school and whether or not other requests have been refused.

Waiting Lists

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 oversubscription Criteria. Offers of places will be made by the Local Authority on the school's behalf.

If the school/academy is oversubscribed for children due to start in 2026-27 a waiting list will be **maintained**. The position on the list will be determined by applying the published over-subscription 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.

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 shut down each year on 31 December in accordance with statutory requirements. Looked after children and previously looked after children as defined within this policy, 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 will take precedence over any child on the waiting list.

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

Appeals should be sent to: Diocesan Director of Education, St. Martins House, 7 Peacock Lane, Leicester, LE1 5PZ.

1. The appeal must be in writing on the relevant form. Appeal forms are available from the DBE website: <http://www.leicester-dbe.com/admissions-appeals/>
2. For first time admissions in September 2026, appeals must be made by the 18th May. Appeals will be heard during the summer term, within 40 school days of this date. 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. They may submit additional evidence in writing by 12 noon the day before

the hearing. Decision letters are sent to the school, DLAT and appellant within 5 days of the hearing.

Admissions to other year groups

The Headteacher and LGB will admit pupils to other year groups in school, if the PAN is not exceeded in that year group. Parents should apply on-line through Leicestershire County Council, as with admission in reception. In certain circumstances, the Headteacher and LGB may exceed the PAN for a sibling, if there is capacity within the class.

Notes:

- (1) Education (Infant Class Sizes) (England) Regulations 1998*
- (2) The Co-ordinated Admissions Scheme is available for inspection through Allocations, Leicestershire County Council, County Hall, Glenfield, Leicestershire, LE3 8RF*
- (3) 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.*
- (4) Under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).*
- (5) Under the terms of the Children Act 1989. See Section 8 which defines a „residence order“ as an order settling the arrangements to be made as to the person with whom the child is to live.*
- (6) See Section 14A of the Children Act 1989 which defines a „special guardianship order“ as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

Full consultation review 2021 or earlier if changes required.

Appendix 1: map of Catchment
(please see accompanying document)