



# St Mary's Church of England Primary School

*'Encourage one another and build each other up'*  
Thessalonians 5:11

## Admissions Policy 2025/2026

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| Consultation due | 2026/2027 or earlier if required |
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St Mary's is a Church of England Primary school within Inspiring Primaries Academy Trust. This means that the Trust is the admissions authority. It delegates admission decisions to each Local Governing Body.

In formulating this admissions policy, the school has consulted with Leicester Diocesan Board of Education, 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.

Please follow the links to view the [School Admissions Code \(Updated 2021\)](#) and the [School Admissions Appeals Code \(2012\)](#). St Mary's Church of England Primary School complies with the [Leicestershire Fair Access Protocols](#).

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

St Mary's C of E Primary School serves the parishes of: Bitteswell and Ashby Parva.

Our planned admission limit is fifteen pupils. Our designated catchment area does not prevent parents who live outside this area from expressing a preference for our school. 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 (1). If a child moves into the school's catchment area once allocation decisions have been made, they will not necessarily be offered a place in the school if the relevant class already contains thirty children.

Applications for places for first time admission to the reception class need to be registered online by completing the Local Authority common application form (available from [www.leics.gov.uk/admissions](http://www.leics.gov.uk/admissions)). The closing date for Local Authority applications and the notification of the decision by the Local Authority ADD are in accordance with the Co-ordinated Admissions Scheme. 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.

#### **EHCP**

Children with an Education, Health Care Plan (EHCP) will be admitted to the school if St Mary's CE Primary School is named in the plan.

### **Mid term-applications**

Mid term-applications should be made directly to the school by completing the governor application form available on the school website and returning to the school office.

### **Deferring first-time admissions:**

When a child's parents / carers are notified of the allocation of a primary school place, they can request deferment of the child's admission. The school will agree to deferment to later in the school year or until the child reaches compulsory school age in that year. Parents / carers can also request that their child attends part-time until the child reaches compulsory school age. The parent / carer would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. The place at the school will be held open for the child and not made available to another child. For summer born children, if the place is not taken up by the summer half term then a fresh application must be submitted usually for entry into Year 1, as the admissions application is only valid for the academic year in which you applied. The school may withdraw the offer of the place if it is not taken up after deferment and offer the place to another child according to the school priority criteria. Such withdrawals of offers will only be made when the planned admission number for the school has been reached and there are additional children seeking places.

Exceptionally, parents / carers of summer born children (that is those children born from 1st April to 31st August) can request delayed admission. They may request that they are admitted out of their normal age group - to Reception rather than Year 1 following their 5th birthday. If a parent / carer requests admission to Reception not Year 1 all relevant factors will be considered in assessing the request; parents / carers would be expected to provide evidence to show that admission to Reception was in the child's best interests and will be taken into consideration. Parents / carers seeking to delay their child's admission into school should contact the school in the autumn term in the year prior to the normal entry in the following September in order for the school to make the decision. Decisions will be made on the basis of the circumstances of each case. This will take into account parents' / carers' views, and information about the child's academic, social and emotional development. The views of the headteacher of the school concerned will be taken into account. Parents' statutory right to appeal against or refusal of a place at a school for which they have applied does not apply if they are offered a place at the school but it is not their preferred age group.

### **Early transfers or admission of children staying on outside the normal age-range:**

These are exceptional and must be approved by the school. The parent / carer must request the exceptional arrangement in writing to the school which will then consider the request and the suitability of the arrangement. Expected numbers in the year group and the planned admission number will be taken into account. Children transferring younger than the normal age for transfer are subject to the same priority criteria as children in the normal transfer age-group, as long as the school agrees that early transfer is appropriate and the child has been taught in classes with the academic year group which is one year older for at least three years.

Sometimes schools don't have enough places for everyone that applies. Where this is the case, all applications are assessed and ranked according to certain criteria. At St Mary's, pupils are admitted to the school as follows:

Children are admitted in the September of the academic year in which they will be five. If there are more applications than places available, priority will be given to children in the appropriate age-range, whose parents applied on time, in the following order:

1. Children in care, previously looked after children who have since been adopted or made subject to a special guardianship order or child arrangements order, children who were in state care (State care is further defined as being in the care of public authorities, religious authorities or any other provider of care whose sole or many purpose is to benefit society) outside of England who have been adopted
2. Pupils who live in the named ecclesiastical parishes. (The child's place of residence is taken to be the parental home.)
3. 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).
4. 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.This list is not exhaustive, and each case will be considered on its individual merits.
5. Children of serving staff at the school.
6. Pupils of parents who would like their child to attend this school.

If there are more applications than places available whereby there has to be a choice between children within a category, a place will be offered to the child whose residence front door is closest to the school in a direct line from the front door of the school.

In exceptional cases the Admissions Committee 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 may also be withdrawn if they were based on an address and the parent's address changes before the child is admitted. For example, if a child was offered a place and the family moves out of catchment before admission takes place, the offer of the place may be withdrawn.

If the Admissions Committee are unable to offer a place the parents/carers have the right to appeal. Appeals should be sent to: Admissions Appeals Clerk, St. Martins House, 7 Peacock Lane, Leicester, LE1 5PZ [DBEOffice@leccofe.org](mailto:DBEOffice@leccofe.org) Appeals must be made by 30th April in writing on the relevant form, and 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. 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.

### **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 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 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. 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 on 31 December in the policy year in accordance with statutory requirements. 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. If the Admissions Committee is unable to offer a place the parents/carers have the right to appeal.