Discovery Trust Admission Arrangements 2028/29

For admission in the 2028/29 academic year, including in-year admissions from 1 September 2028. Uppingham Community College admission arrangements are set out in Part C.

Version number	V9.3 Draft
Consultation groups	Headteachers & Trust Board
Approved by	Board of Trustee
Approval date	tbc
Determined by	Discovery Trustee Board
Adopted date	tbc
Implementation date	tbc
Policy/document owner	Director of Operations
Status	Draft - for consultation and trustee determination
Frequency of review	Annually
Next review date	October 2027
Applicable to	Primary, Junior and Secondary Schools – see relevant sections of the policy

DRAFT

Document History-

Version	Version Date	Author	Summary of Changes
V1.0 draft	29/17/17	Nathan Odom	Draft Admissions Policy heard at FAR Committee.
V1.0	18/01/2019	Nathan Odom	Policy approved by the Trust Board.
V2.0	29/01/2019	Nathan Odom	Policy reviewed and approved by the Trust Board. Version and document control added.
V3.0	23/01/20	Nathan Odom	Policy approved by the Trust Board.
V4.0	03/02/21	Helen Stockill	Policy approved by the Trust Board.
V5.0	26/01/22	Nathan Odom	Updated policy presented to Trust Board for adoption, reflecting changes in National Admissions Code, September 21.
V6.0	20/10/22	Nathan Odom Katie Bassett	Updated policy presented to the Trust Board further to public consultation on updated Admission arrangements for the Trust. Arrangements and policy Adopted. Arrangements incorporated changes in the National Admissions Code, September 21.
V7.0	06/02/24	Nathan Odom	Updated admission arrangement further to public consultation to reduce Published Admission Number. Word changes, further to advice from Leicestershire County Council.
V8.0	26/03/24	Nathan Odom	Updated the Trust's admission arrangement into one document. Format /document change only – no fundamental changes made to the admission arrangements, Published admission number or oversubscription criteria. Done so with the support of Leicestershire County Council Admissions Service.
V8.1	04/10/24	Nathan Odom	Updated the Trust's admission policy to reflect proposed changes to reduce the Published admission number in Greystoke, Farndon Fields & Redlands Primary Schools.
V9.0	15/03/25	Nathan Odom	Updated PAN figures for Greystoke Primary School and Farndon Fields Community Primary School after completion of a formal PAN reduction process.
V9.1	30.9.25	Louise Barber	Slight reorganisation made to the layout in order to accommodate the addition of Badgerbrook Primary School and Uppingham Community Primary School to the policy. - Part B relates to Primary and Junior Schools - Part C relates to Uppingham Community College.

DRAFT

			- Part D relates to Badgerbrook Primary School
V9.2	08/10/26	Louise Barber / Nathan Odom	- Reduction of Published Admission Number for Danemill, Greystoke & Mowmacre Hill Primary Schools. Inclusion of Badgerbrook Primary School into Part B (previously listed as Part D) - Inclusion of Barwell CofE Junior School into Part B. - Oversubscription List change for Wellington Place Primary School and Farndon Fields Primary School– now referred to in Appendix 1 – Tables 1 and 2. - All reference to the Children of UK Service Personnel and Crown Service now included in Part B – all school phases
V9.3 Draft	25/10/2026	Louise Barber	- Consultation/trustee redraft: terminology and decision-makers standardised; introductory, governance and legal-reference wording restructured; substantive admission criteria preserved.

DRAFT

Contents

1. Introduction....6
1.1 Purpose of Policy....6
1.2 Policy Statement....6
1.3 Definitions....6
1.4 Responsibilities....6
1.5 Related policies....6
1.6 Monitoring....6
1.7 Review....6
PART A - General Information – all school phases....7
2. General Admission Arrangements....7
2.1 Closing dates for applications....7
2.2 National offer day....7
2.3 Published Admissions Number....8
3. Special Educational Needs....8
4. Children of UK Service Personnel and Crown Servants....8
PART B – Primary and Junior School Admission Arrangements 2028–2029....10
5. First Time Admissions....10
6. Making a First Time Admission Application (FTA)....10
7. Late Applications....11
8. Priority and Oversubscription Criteria....11
9. Tie Break....11
10. Withdrawal of Allocated Places....11
11. Fair Access Protocol (FAP)....12
12. Deferred & Part-Time Entry into School....12
12.1 Deferred Entry....12
12.2 Part Time Entry....12
13. Admissions of Children Outside Their Normal Age Group....12
14. In Year (Mid-Term) Admissions....13
15. Waiting Lists....13
16. Children Who Have Been Permanently Excluded Twice or Display Challenging Behaviour....14
17. Exceeding the Published Admission Number....14
18. Appeals....14
PART C Uppingham Community College Admission Arrangements: September 2028....15
19. School Admission and EHC plan....15
20. Transport....15
21. Oversubscription Criteria....15

DRAFT

22. Late Applications 15
23. Waiting List 16
24. In-Year Admissions 16
25. Right to Appeal 16
Catchment Villages for Uppingham Community College 17
Part E - Further Notes to Policy 18
26 Parental Proof of Residence 18
27 Split Residence 18
28 Second Applications 19
29. Infant Class Size Limits and Permitted Exceptions 19
APPENDIX 1: Discovery Trust Schools - Oversubscription Criteria 21

DRAFT

1. Introduction

1.1 Purpose of Policy

These admission arrangements set out how applications for places at Discovery Trust schools will be considered for the 2028/29 academic year. They apply to applications at the normal points of entry and, where specified, to in-year applications from 1 September 2028.

Discovery Trust is the admission authority for the schools covered by these arrangements. These arrangements explain how applications are made and how places are allocated where there are more applications than places available.

- Part B contains the arrangements for primary and junior schools and
- Part C contains the arrangements for Uppingham Community College.

Applications made through a Local Authority coordinated admissions scheme will be administered in accordance with the relevant scheme.

1.2 Policy Statement

These admission arrangements are to be read in accordance with the School Admissions Code 2021, the School Admission Appeals Code 2022 and applicable admissions legislation.

1.3 Definitions

In these arrangements, 'Discovery Trust' means the school trust acting as admission authority for the schools covered by this document. 'Local Authority' means the relevant Local Authority carrying out its statutory or coordinated admissions functions. Where the words 'must' or 'must not' are used, they indicate a mandatory requirement; 'will' describes how Discovery Trust will exercise its responsibilities; and 'may' indicates discretion.

1.4 Responsibilities

Discovery Trust is responsible for determining and applying the admission arrangements for the schools covered by this document. Relevant local authorities administer coordinated processes and other admissions functions where specified in these arrangements.

1.5 Related policies

School Admissions Code 2021; School Admission Appeals Code 2022; relevant Local Authority coordinated admissions schemes; and applicable admissions legislation.

1.6 Monitoring

Discovery Trust will monitor the operation of these admission arrangements across the schools to which they apply.

1.7 Review

Discovery Trust will review its admission arrangements annually. Where consultation is required by the School Admissions Code or applicable legislation, Discovery Trust will consult before determining the arrangements. Determination and approval will be recorded through the Trust's governance process.

DRAFT

PART A - General Information – all school phases

Discovery Trust's Schools
Discovery Trust is a multi-school trust and the admission authority and as such, responsible for setting the criteria for admission to the schools within the Trust group:

Local Authority – Leicestershire

- Badgerbrook Primary School
- Barwell Church of England Junior School
- Captain's Close Primary School
- Danemill Primary School
- Farndon Fields Primary School
- Fossebrook Primary School
- Greystoke Primary School
- Kibworth Church of England Primary School
- Parkland Primary School
- Redlands Community Primary School
- Wellington Place Primary School
- Woolden Hill Primary School

Local Authority - Leicester City

- Braunstone Community Primary School
- Merrydale Junior School
- Mowmacre Hill Primary School

Local Authority – Rutland

- Leighfield Primary School
- Uppingham Community College (see Part C)

2. General Admission Arrangements

The relevant Local Authority will make offers in the normal admissions round on behalf of Discovery Trust through the applicable coordinated admissions scheme.

2.1 Closing dates for applications

- Year 7 transfer applications must be submitted on or before 31 October.
- First time admission / infant to junior transfer applications must be submitted on or before 15 January.

2.2 National offer day

This is the day each year on which local authorities are required to send out the decisions for applications received on time.

- For secondary pupils, offers are sent out by the home Local Authority on 1 March.
- For primary pupils, offers are sent out by the home Local Authority on 16 April.

DRAFT

These dates are relevant to all on-time applications in the primary and secondary coordinated admissions rounds. If offer day falls on a non-working day, information will be sent on the next working day.

2.3 Published Admissions Number

Discovery Trust, as admission authority, sets a Published Admission Number (PAN) for each school's normal year of entry. The PAN is the minimum number of places that must be offered where sufficient applications are received. The table below sets out the PAN for each school covered by these arrangements.

Please note Uppingham Community College (Part C) joined Discovery in September 2025 and maintains its existing admission arrangements.

School	Published Admission Number (PAN)
Leicestershire	
Badgerbrook Primary School	60
Barwell Church of England Junior School	67 (Year 3)
Captains Close Primary School	30
Danemill Primary School	30
Farndon Fields Primary School	45
Fossebrook Primary School	30
Greystoke Primary School	30
Kibworth CofE Primary School	90
Parkland Primary School	60
Redlands Community Primary School	60
Wellington Place Primary School	30
Woolden Hill Primary School	30
Leicester City	
Braunstone Community Primary School	60
Merrydale Junior School	90 (year 3)
Mowmacre Hill Primary School	30
Rutland	
Leighfield School	30
Uppingham Community College (see part C)	180 (Admission Arrangement located in Part C)

3. Special Educational Needs

Section 43 of the Children and Families Act 2014 requires that the governing body of the school must admit to the school a child with Education, Health and Care (EHC) plan that names the school. These Pupils will be allocated a place before other applications are considered or will be excepted pupils above the admissions number.

4. Children of UK Service Personnel and Crown Servants

4.1 It is the parent's responsibility to make sure the Council are informed of the family's Service or Crown Servant status.

DRAFT

4.2 It is important to note that the provisions of the School Admissions Code or Armed Forces Covenant, do not give automatic priority to Service children over other children or guarantee that Service children will get a place at a particular school.

4.3 For families of Service Personnel with a confirmed posting, or Crown Servants returning from overseas, the admission authority will:

a) allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. This must be an official government letter issued by a government department e.g. FCDO, UKVi, DIT. The Council will not refuse to process an application or refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.

b) use the address at which the child will live when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address. For example, the Council will use a Unit or quartering address as the child's home address where a parent requests this.

4.4 Where a parent is unable to provide confirmation of a relocation address, they are advised to provide an indication of the area, narrowed down as far as possible, to which the family intend to return. Parents should keep admission authorities informed of any changes to the planned address during the application process and should note that without being able to provide any confirmation of a relocation address, an admission authority may not be able allocate a place at a preferred school.

4.5 If vacancies exist, the Council will allocate a place at the preferred school to the family in advance of their move, even if they do not yet have a confirmed address. If schools are oversubscribed the Council need to be satisfied that place(s) is/are allocated lawfully (in accordance with the oversubscription criteria) and will expect to have some level of certainty about a family's intended new address, to ensure a place is allocated lawfully, for example, proof of exchange of contracts or a letting agreement.

4.6 Where Crown Servant families are returning to live in a property, they already own, evidence of ownership will be needed. The family will need to provide evidence by the relevant closing dates, to be included in the first allocation round (see paragraph 4.1 to 4.6).

DRAFT

PART B – Primary and Junior School Admission Arrangements 2028–2029

5. First Time Admissions

5.1 Discovery infant and primary schools will encourage a single start for first-time admissions at the start of the autumn term for children aged four, except where parents exercise the right to part-time entry (see paragraph 11.2) or defer entry until the child reaches compulsory school age (see paragraph 4.2). Junior schools admit children at the start of Year 3.

5.2 Children are offered a school place from four years of age, the autumn term following their fourth birthday. However, statutory school age is from the first term following their fifth birthday.

5.3 Barwell Church of England Junior School's normal point of entry is Year 3. Its Published Admission Number is 67. Attendance at Barwell Infant School does not result in automatic transfer; a separate application must be made for a junior school place. Barwell Church of England Junior School is a Church of England school committed to welcoming all children. Its Christian character and inclusive ethos do not constitute a faith-based admission requirement.

For children entering Reception, this means that:

- A child turning 5yrs in the autumn term must start school no later than the start of the Spring term.
- A child turning 5yrs in the spring term must start school no later than the start of the Summer term.
- A child turning 5yrs in the summer term must start school no later than the start of the Autumn term. Please see more information in sections 11 and 12.

6. Making a First Time Admission Application (FTA)

6.1 Arrangements are made in accordance with the Local Authority's Co-ordinated Admissions – infant, Primary and Junior School Entry (School policies | Leicestershire County Council) . This means families must be encouraged to apply to the Local Authority where they live using the Common Application Form (on-line or paper copy available from the Local Authority upon request).

- 15 January closing date for applications to the Local Authority (LA)
- 28 February publication of appeals timetable on LA website
- 16 April (or next working day) National offer day for First Time Admission and Infant-Junior Transfers: families will be informed by their Local Authority of the place given to their child.
- April to August Appeals process and outcomes
- August New intake starts at school.

6.2 Parents who are resident in other areas must apply through their home Local Authority.

6.3 Parents are encouraged to list five choices of schools on the application form including the catchment school for that area if applicable. Please note not all schools have a catchment area. Further information about this can be sought from the Local Authority .

Leicestershire County Council
School Admissions Service - 0116 305 6684
admissions@leics.gov.uk

DRAFT

Leicester City Council
School Admissions Service - 0116 454 1009-option 1
admissions.online@leicester.gov.uk

Rutland County Council
Admissions Service - 01572 722 577
admissions@rutland.gov.uk

7. Late Applications

7.1 Late applications will be dealt with in accordance with the home Local Authority's co-ordinated scheme (see home LA websites as listed above)

8. Priority and Oversubscription Criteria

8.1 Where the school receives fewer preferences than there are available places all pupils will be offered a place.

8.2 At the point of first-time admission, if there are more requests for places than available, places will be allocated up to the Published Admission Number in accordance with the priority oversubscription criteria. All other outstanding requests will be refused subject to the provisions relating to exceptional circumstances (see point 16.1).

8.3 See Appendix 1 for the oversubscription criteria of each school.

9. Tie Break

9.1 Except for Barwell Church of England Junior School, to which paragraph 8.3 applies, where it is necessary to rank applications within an oversubscription criterion, priority will be given to the child living nearest to the school. Distance will be measured in a straight line from the home address to the school's main designated gate using a computerised geocoded mapping system.

9.2 For all schools except Barwell Church of England Junior School, where two or more applicants are measured as living exactly the same distance from the school and are tied for the final available place, their order of priority will be determined by the drawing of lots. The draw will be carried out by the relevant Local Authority and supervised by an independent officer who is not an employee or governor of the school. Where children from a multiple birth are tied for the final available place, all such siblings will be admitted, even if this results in the school exceeding its Published Admission Number.

9.3 For Barwell Church of England Junior School, where two or more applications are tied for the final available place within any oversubscription criterion, the place will be allocated by the drawing of lots. The draw will be overseen by a person who is independent of the school and its Advisory Board. Where one child from a multiple birth is allocated the final available place, the other child or children from that multiple birth will also be admitted as excepted pupils.

10. Withdrawal of Allocated Places

10.1 Discovery Trust, as admission authority, may withdraw an offer of a place only in the following circumstances:

- Where it is determined that the places were offered in error.

DRAFT

- Where the offer was obtained through a fraudulent or intentionally misleading application.
- Where the family has not responded to the offer within the designated reasonable amount of time (20 school days).

11. Fair Access Protocol (FAP)

11.1 Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced, vulnerable children are offered a place at a suitable school as quickly as possible. Discovery Trust will comply with Local Authority's Fair Access Protocol. This may mean admitting children above the Published Admission Number.

12. Deferred & Part-Time Entry into School

12.1 Deferred Entry

A family can defer the date of their child's admittance into school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year which the application was made for. The request for deferred entry should be made in writing to the school and accompanied where possible with lead professional* documentation supporting the application. Deferred entry should be indicated on the Common Application Form. **A lead professional is considered to be anyone that is supporting the child and their family in a professional capacity. For example, social worker, consultant, educational psychologist.*

12.2 Part Time Entry

Where a family wishes, a child may attend school part-time until later in the school year but not beyond the point at which they reach compulsory school age. The place at the school will be held open for the child and not made available to another child until the end of the academic year the place was applied for. Part-time entry should be indicated on the Common Application Form.

13. Admissions of Children Outside Their Normal Age Group

13.1 Families may request that their child is admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. The request for delayed entry should be made in writing to the school and accompanied, where possible, with lead professional* documentation supporting the application. **A lead professional is considered to be anyone that is supporting the child and their family in a professional capacity. For example, social worker, consultant, educational psychologist.*

13.2 Families of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception year rather than year one. Children born between 1 April and the 31 August are classed as summer born.

13.3 If families of a summer born children wish to defer until entry of the start of year one, they must make a new in-year application. If the families of summer born children wish for their child to start in reception a year later, and therefore be admitted outside their normal year group, they must request delayed entry as part of their Common Application Form.

13.4 When requests for entry outside of a child's normal age group are made, the school, supported by the trust, will base its decision on what is best for the child. The school will take

DRAFT

into consideration the views of the family, headteacher and other professionals (for example medical consultants, social workers, educational psychologists) and other professional bodies involved, using any supporting evidence.

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

13.6 Families 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.

14. In Year (Mid-Term) Admissions

14.1 Mid-Year application arrangements are made in accordance with the Local Authority's Co-ordinated Admissions Scheme for mid-term transfers. This means families must apply to the Local Authority where they live using the Common Application Form either on-line (or paper copy on request) to the Local Authority. It is recommended that families also contact the Local Authority which the desired school is located in to discuss applications.

- Leicestershire County Council Mid Term Coordinated Admissions Scheme
- Leicester City Council
- Leighfield School and Uppingham Community College are responsible for their own Mid-Term (In-Year) applications. To discuss a visit to either of these schools, please contact the relevant school office. Should you wish to make an application to the school, families must make an application via the school application form. Please contact the relevant school for a mid-term application form.

14.2 If places are available in the relevant year group they will be allocated. In determining whether a place is available, consideration will be given to whether the admission of a further child would prejudice the efficient provision of education and the efficient use of resources.

14.3 Where it is determined that a place must be refused, the Council or School will aim to notify the parents of the outcome of their application in writing within 10 school days and must notify them within 15 school days. The notification will include details of the right of appeal and how to submit an appeal.

15. Waiting Lists

15.1 Parents whose child have been refused a place will automatically be added to the waiting list. See appendix 1 below for all school OSL criteria.

The waiting list for main-round first-time admissions and infant-to-junior transfers will be held until 31 December. Each waiting list will be updated and re-ranked in accordance with the relevant oversubscription criteria whenever an application is added or withdrawn. Waiting lists will be maintained by the relevant Local Authority, except that of Leighfield School and Barwell Church of England Junior School that maintain local setting waiting lists.

Waiting lists for any other year groups will not be held.

DRAFT

16. Children Who Have Been Permanently Excluded Twice or Display Challenging Behaviour

16.1 Where a child has been permanently excluded from two or more schools there is no requirement for the Trust to comply with preferences of the family for a period of two years from the last exclusion.

16.2 The Trust 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 15.1 applies.

16.3 Where the school receives an in-year application for a year group that is not the normal point of entry and there is good reason to believe that the child may display challenging behaviour, we may refuse admission and refer the child under the Fair Access Protocol. This may be the case if the cohort has a particularly high proportion of either children with challenging behaviour or previously permanently excluded pupils on roll compared to other local schools, and therefore we consider that admitting another child with challenging behaviour would prejudice the provision of efficient education or the efficient use of resources.

17. Exceeding the Published Admission Number

17.1 The Published Admission Number applies only to the normal year of entry: Reception for infant and primary schools and Year 3 for junior schools, including Barwell Church of England Junior School and Merrydale Junior School. This means that the Trust may not refuse admission to other age groups solely because the Published Admission Number has been reached. The Trust may, however, refuse admission where admitting another child would prejudice the provision of efficient education or the efficient use of resources in that year group. This includes infant class size prejudice where admission would result in more than 30 pupils to one teacher.

18. Appeals

18.1 If an application for a school place is refused, a refusal letter is issued, which will set out the reason for refusal and the right to appeal. Parents have a right to appeal to an Independent Appeal Panel.

18.2 The decision of an Independent Appeal Panel is binding on parents and the admitting authority.

18.3 Except for Leighfield School and Barwell Church of England Junior School, for which paragraphs 17.4 and 17.5 apply, appeals should be submitted through the relevant Local Authority website: Leicestershire Leicester City

18.4 For appeals for Leighfield School, please contact the school directly.

18.5 Appeals relating to Barwell Church of England Junior School are administered by the Diocese of Leicester Board of Education. Appeal forms and current timetable information are available from the Diocese of Leicester Board of Education, St Martin's House, 7 Peacock Lane, Leicester, LE1 5PZ, telephone 0116 261 5350.

DRAFT

PART C Uppingham Community College Admission Arrangements: September 2028

All parents wishing to apply for a place at the College should do so via their 'home' authority (i.e. the authority where they live). Parents have a right to express a preference for the school they want for their child. Application forms can be obtained from the College and the home authority. Application forms must be returned to the home authority by the specified date, which is published annually. The Published Admission Number (PAN) for the College is 180 per year.

19. School Admission and EHC plan

Children and young people with EHC plans should NOT have their placements determined through the general schools' admissions process – even where they are seeking a mainstream placement.
The Local Authority responsible for the EHC plan must review and amend the EHC plan by the statutory deadline.
The review must take place when a child is within 12 months of a transfer between phases of education.

20. Transport

Parents should contact their Local Authority to check if free transport is available from their home address.

21. Oversubscription Criteria

Where the number of applications for places exceeds the number of places available, as specified by the Published Admission Number, oversubscription criteria will be applied, in priority order, to determine those children to be admitted. Within each criterion students will be ranked by distance from their place of residence to the main entrance of the College. Details of the College's oversubscription criteria is found in Appendix 1 below.

The decision of the Admissions Committee will be notified to parents in March* in the year of initial entry. Applications for school places outside the normal admissions round (in-year admissions, refer to 'In-Year Admissions' section 23, for more details) will comply with sections 2.23-2.31 of the Admissions Code.

*National offer day
This is the day each year on which local authorities are required to send out the decisions for applications received on time.
For secondary pupils, offers are sent out by the home Local Authority on 1 March.
These dates are relevant to all on-time applications in the primary and secondary coordinated admissions rounds. If offer day falls on a non-working day, information will be sent on the next working day.

22. Late Applications

In the event of the College being oversubscribed, applications received after the published closing date will be placed on the waiting list unless circumstances prevented an application being made at the appropriate time. Circumstances that may be considered under this heading would include, but not be confined to, a lone parent's illness during the application process, a family moving into the area or a family returning from abroad.

DRAFT

23. Waiting List

In the event of oversubscription, the College holds a waiting list for places which may become available, children who are the subject of a direction by the Local Authority must take precedence over those on the waiting list in accordance with the Fair Access Protocol.

All applications declined through the oversubscription process will be given the opportunity to be placed on the waiting list which will be maintained for the first term of the year. Being placed on the waiting list does not remove an applicant's right to appeal.
It is important to note that the list does not operate on a "first come, first served" basis and that places will be offered according to the oversubscription criteria if they become available.

24. In-Year Admissions

Parents who wish to apply for a place outside the normal admissions round should do so by contacting the College directly. On receipt of an in-year application, the College will notify Rutland Local Authority of the application and its outcome.

25. Right to Appeal

In the case where an application is declined due to oversubscription, all parents have the right to an independent appeal against the decision made. More details can be obtained from the College.

DRAFT

Catchment Villages for Uppingham Community College

Allexton	Goadby	Pilton
Ayston	Great Easton	Preston
Barrowden	Gretton	Riddlington
Belton in Rutland	Gunthorpe	Rockingham
Billesdon	Hallaton	Rolleston
Billesdon Coplow	Halstead	Seaton
Bisbrooke	Harringworth	Shangton
Blaston	Horninghold	Skeffington
Bringhurst	Illston on the Hill	Slawston
Caldecott	Kings Norton	South Luffenham
Carlton Curlieu	Loddington	Stoke Dry
Church Langton	Lowesby	Stockerston
Cottingham	Lyddington	Thorpe by Water
Cranoe	Lyndon	Thorpe Langton
Drayton	Manton	Tilton on the Hill
East Carlton	Marefield	Tugby
East Langton	Medbourne	Tur Langton
East Norton	Middleton	Uppingham
Edith Weston	Morcott	Wakerley
Frisby	Neville Holt	Wardley
Gaulby	New Inn	Welham
Glaston	Normanton	West Langton
Glooston	North Luffenham	Wing

DRAFT

Part E - Further Notes to Policy

26 Parental Proof of Residence

26.1 In determining an application for a school place, the Council on behalf of the School may request evidence of an address or of a move into a catchment area or arriving in the UK.

a) Such evidence may include but not be limited to:

- Opening Council Tax Bill;
- Signed and dated copy tenancy agreement;
- Copy of a letter of completion of house purchase from a solicitor.

b) In addition to the above the following may also be asked for:

- Copy of child benefit letter;
- Copy of current driving licence;
- Copy of registration at GP practice or hospital consultant.

c) Where a family has moved in with relatives or friends (including new to UK):

- A declaration from Parents and householder / homeowner / relative / friend confirming the applicant family now reside at the address;
- A copy of most current council Tax bill from occupier;

26.2 Where the Council does not consider it has been provided with satisfactory proof of address, the application will not be processed until the Council is satisfied that adequate proof has been obtained.

27 Split Residence

27.1 Where a child lives for part of the week with one parent and for part of the week with the other parent, the address recognised by the School for the purposes of an application for a school place is the one where the child lives that is the address where the child permanently spends at least three 'school' nights (that is, Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence.

27.2 Where the weekly residence arrangement varies, and a child stays with both parents, on average, for the same amount of time during the school week over a four-week period, and one parent lives in another school catchment, the parents will be required to choose one address for the purposes completing a school application. If those with parental responsibility are unable to agree on the preferences, it may be necessary for parents to obtain further legal advice.

27.3 The Local Authority on behalf of the school will continue to process an application unless legal documentation is provided that states an application cannot be processed or a pending court hearing. In cases where multiple applications are received for the same child, the Local Authority on behalf of the school will establish where the child lives for the majority of the time. Where parents cannot agree a single address, parents will be required to seek a Court Order to determine which address is to be used. Where any claimed residence arrangement is found to be false, and the child is yet to start at the allocated school, the place will be withdrawn as it will be considered obtaining the school place on fraudulent and

DRAFT

/ or misleading grounds. In such circumstances the application will be considered afresh and determined at that time based on the correct information.

28 Second Applications

28.1 Ordinarily parents may only make one application for any particular school per academic year. In exceptional circumstances, and at its sole discretion, the Local Authority may allow a further application to be made where there has been a significant and material change in the circumstances of the parent, the child or the school.

The following is a non-exhaustive list of what may be considered to be exceptional:

- change of address i.e. where the change of address is into the catchment of the school;
- new significant and material evidence has come to light in personal circumstances;
- a significant change in medical circumstances (apart from medical attention for distress or anxiety as a result of unsuccessful applications / appeals);
- there has been a significant and or material change in the circumstances of the school i.e. significant extensions / new build, an increase their PAN, increase in the number of teaching staff.

28.2 In such instances parents must provide written details of the significant and material change together with any evidence of that change. Where Discovery Trust, as admission authority, accepts that there has been a significant and material change, a second application will be permitted, must be made in the usual way and will be processed in accordance with the applicable priority criteria.

29. Infant Class Size Limits and Permitted Exceptions

29.1 Legislation and regulation on infant class sizes requires an upper limit of 30 children per qualified teacher for classes of children up to the end of Key Stage 1 (reception, year 1 and year 2). The National Regulations on infant class sizes allow very few exceptions, which are set out in the School Admissions Code. Permitted class size exceptions will remain exceptions for the duration of Key Stage 1. From Key Stage 2 (year 3 and up) there are no required staffing ratios in education law.

The exceptions, are:

a) children admitted outside the normal admissions round with Education, Health and Care Plans specifying a school;
b) looked after children and previously looked after children admitted outside the normal admissions round;
c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or Local Authority in the original application process;
d) children admitted after an Independent Appeals Panel upholds an appeal;
e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
f) children of UK service personnel admitted outside the normal admissions round;
g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;

DRAFT

h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school

DRAFT

APPENDIX 1: Discovery Trust Schools- Oversubscription Criteria

Oversubscription Criteria and supporting notes in Tables 1 and 2 relate to the below Discovery Trust Schools using a combination of oversubscription criteria and distance method.

- Fossebrook Primary School
- Woolden Hill Primary School
- Redlands Community Primary School
- Leighfield Primary School
- Wellington Place Primary School
- Farndon Fields Primary School

1st	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. *(see note 1 below)*
2nd	Pupils that have an sibling attending the school or the linked infant school at the same time, regardless of if they live in the catchment area or not. *(see note 2 below)*
3rd	Pupils that live in the catchment area of the school. *(see note 3 below)*
4th	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). *(see note 4 below)*
5th	Children of teaching staff. *(see note 5 below)*
6th	Pupils living nearest to the school measured in a straight-line distance. (home to school front gate). *(see note 6 below)*

Table 1: Oversubscription Criteria

Note 1	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. '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 or special guardianship order). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

DRAFT

	• A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. • Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. 24 • Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
Note 2	The term sibling relates to: • brothers and/or sisters who share the same parent(s) • a half-brother, half-sister or legally adopted child living at the same address. • a child looked after by a Local Authority placed in a foster family with other school age children. • a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.
Note 3	• 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. Where parents have 50/50 custody or residency, only one address can be used for the purposes of applying for a school place. See page 15, Notes to policy for further information.
Note 4	When making an application parents should send evidence from an independent professional person who knows about the child and supports the application to the school. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered. An independent professional person, for example a health professional, social worker, teacher/early years professional or support worker or such other appropriate person. The evidence must be supplied and must be submitted with the application for a school place. The following list are the areas that are considered exceptional: - (a) Children with a serious medical condition - showing that the needs of the child can only be met at the specific school and why other schools would not be able to meet this need, or a child has an exceptional illness or disability (for example, limited mobility) which means that, the child can only reasonably attend one school. (b) Children subject to Child Protection Plans and Child in Need Plans and the child can only reasonably attend one school. (c) Parents suffering domestic violence (This is dependent on documentary evidence by a lead professional for example a health professional, social worker, teacher/early years professional or support worker or such other appropriate person) The School will make the decision during the processing period in consideration with relevant professional documentation.
Note 5	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.
Note 6	Measurement of distance of up to three decimal places will be in a straight line from the centre point of the home property to the school's main designated front gate, using a computerised geo-coded mapping system. Where there is equal

DRAFT

	distance then lots will be drawn. The drawing of lots will be undertaken by an independent person, not an employee or governor of the school.

Table 2: Oversubscription Criteria Supporting Notes

DRAFT

Oversubscription Criteria and supporting notes in Tables 3 and 4 relate to the below Discovery Trust Schools: using a combination of oversubscription criteria and distance method.

- Kibworth Church of England Primary School
- Greystoke Primary School
- Danemill Primary School
- Braunstone Community Primary School
- Mowmacre Hill Primary School
- Captains Close Primary School
- Badgerbrook Primary School
- Parkland Primary School
- Merrydale Junior School

1st	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. *(see note 1 below)*
2nd	Pupils that live in the catchment area of the school. *(see note 2 below)*
3rd	Pupils that have an sibling attending the school or linked infant school at the same time, regardless of if they live in the catchment area or not. *(see note 3 below)*
4th	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). *(see note 4 below)*
5th	Children of teaching staff. *(see note 5 below)*
6th	Pupils living nearest to the school measured in a straight-line distance. (home to school front gate). *(see note 6 below)*

Table 3: Oversubscription Criteria

Note 1	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. '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 or special guardianship order). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. • A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. • Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. 24 • Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014

DRAFT

	is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
Note 2	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. Where parents have 50/50 custody or residency, only one address can be used for the purposes of applying for a school place. See page 15, Notes to policy for further information.
Note 3	The term sibling relates to: • brothers and/or sisters who share the same parent(s) • a half-brother, half-sister or legally adopted child living at the same address. • a child looked after by a Local Authority placed in a foster family with other school age children. • a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.
Note 4	When making an application parents should send evidence from an independent professional person who knows about the child and supports the application to the school. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered. An independent professional person, for example a health professional, social worker, teacher/early years professional or support worker or such other appropriate person. The evidence must be supplied and must be submitted with the application for a school place. The following list are the areas that are considered exceptional: - (d) Children with a serious medical condition - showing that the needs of the child can only be met at the specific school and why other schools would not be able to meet this need, or a child has an exceptional illness or disability (for example, limited mobility) which means that, the child can only reasonably attend one school. (e) Children subject to Child Protection Plans and Child in Need Plans and the child can only reasonably attend one school. (f) Parents suffering domestic violence (This is dependent on documentary evidence by a lead professional for example a health professional, social worker, teacher/early years professional or support worker or such other appropriate person). The School will make the decision during the processing period in consideration with relevant professional documentation.
Note 5	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.
Note 6	Measurement of distance of up to three decimal places will be in a straight line from the centre point of the home property to the school's main designated front gate, using a computerised geo-coded mapping system. Where there is equal distance then lots will be drawn. The drawing of lots will be undertaken by an independent person, not an employee or governor of the school.

Table 4: Oversubscription Criteria Supporting Notes

DRAFT

The following oversubscription criteria and supporting notes apply only to Barwell Church of England Junior School. These arrangements preserve the school's Year 3 entry point and priority for children transferring from Barwell Infant School. No faith-based criterion applies.

1st	Looked after children and previously looked after children, including children who appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of being adopted. *(see Barwell note 1 below)*
2nd	Children transferring from Barwell Infant School.
3rd	Children with a sibling attending Barwell Church of England Junior School at the time of admission. *(see Barwell note 2 below)*
4th	Other children, with priority given to those living nearest to the school. Distance is measured in a straight line, using the Local Authority's computerised geocoded mapping system, from the home address to the school's main front gate. *(see Barwell note 3 below)*

Barwell Church of England Junior School: Oversubscription Criteria

Barwell note 1	A looked after child is a child in public care. A previously looked after child is a child who ceased to be looked after because they were adopted or became subject to a child arrangements order or special guardianship order. This includes children who appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of adoption. A child is regarded as having been in state care outside England if they were cared for or accommodated by a public authority, a religious organisation or another provider of care whose sole or main purpose is to benefit society.
Barwell note 2	Sibling means children who live as brother or sister in the same household, including natural, adopted, half and step-brothers or sisters, and foster brothers and sisters.
Barwell note 3	The home address is where the child spends the majority of the school week. Where residence is shared equally, the address nearest to the school will be used. If two or more applications are tied for the final place within any criterion, the place will be allocated by random allocation through the drawing of lots, overseen by a person independent of the school and its governing board.

DRAFT

Oversubscription Criteria and supporting notes in Tables 5 and 6 relate only to Uppingham Community College.

1st	Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangement order, or special guardianship order. 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
2nd	Those with a sibling attending the College. The sibling must be on roll at the College at the time of the proposed admission of the applicant to the College.
3rd	A child of a member of staff at the College, where the member of staff has been employed at the College for two or more years at the time when the application is made or is recruited to fill a vacant post where there is a demonstrable skill shortage
4th	Those attending the following primary schools or living in one of our catchment villages – see note 4 below for details of the catchment villages and page 18 for further detail
5th	Those that have proven grounds based on the location of their place of residence, in order of distance from the College. If measurement of distance becomes necessary, the calculation will be based on the shortest driving or walking route from the boundary of the home address to the main entrance of the College. Only those footpaths recognised by the Ordnance Survey will be allowed

Table 5: Oversubscription Criteria

1	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. '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 or special guardianship order). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. • A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. • Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. 24 • Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
2	The term sibling relates to:

DRAFT

	• brothers and/or sisters who share the same parent(s) • a half-brother, half-sister or legally adopted child living at the same address. • a child looked after by a Local Authority placed in a foster family with other school age children. • a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.
3	• Home address is defined as the address of the parent or carer with whom the child spends the majority of time as a child of a family during term-time and proof of the home address should be in the form of a utility bill. • The College will only allocate places in advance of a family moving into the area where suitable confirmation, such as proof of property purchase (i.e. exchange of contract), a letting agreement, or a letter from an employer has been received.
4	Bringhurst Primary, Billesdon C of E, Church Langton C of E, Cottingham C of E, Edith Weston School, Gretton Primary School, Hallaton CofE, Leighfield School, St Mary & St John CofE: North Luffenham, Tugby CofE, and Uppingham CofE.
5	Children of teaching staff who (a) have worked in the college over two years, or (b) have been recruited to fill a post for which there is a demonstrable skills shortage.

Table 6: Oversubscription Criteria Supporting Notes

DRAFT

DRAFT