



Wreake Valley Academy

&

Bradgate Sixth Form

Admissions Policy

for Admissions in August 2023 and
Mid Term transfers from August 2023

onwards

including Addendum

Date reviewed by Local Authority	February 2022
Date approved in by Local Advisory Board	March 2022
Date of next review	Spring term 2023

**Wreake Valley Academy & Bradgate Sixth Form have chosen to adopt
Leicestershire County Council's Admission's policy**

**This policy covers Secondary transfers for entry Autumn 2023 and mid-term transfers from
Autumn 2023 onwards)**

Scope of the Policy

This policy sets out the admission arrangements that will apply to any applications for admission to Wreake Valley Academy, Bradgate Sixth Form & Bradgate Inclusion Centre.

Wreake Valley Academy participates fully with the Leicestershire County Council Local Authority Co-ordinating Transfer Scheme. Parents must apply through the Council's online system <https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions>

Bradgate Sixth Form manages its own admissions – details can be found on page 15

Bradgate Inclusion Centre admissions are determined by the SEND Places Panel following consultation via the EHCP.

For the purposes of this policy, parents and carers are collectively referred to as parents, which includes but not limited to natural parents, those who have day-to-day care of a child and/or parental responsibility.

Where one parent objects to a school application made by the other parent, and to prevent the application from being processed the School Admissions Service will require a court order. In such circumstances, the application will be paused for seven days (following a letter from a solicitor confirming a court order request has been submitted) to allow the objecting parent time to obtain the court order.

The Council will endeavour:

- where possible give priority for a place in the catchment area school (dependent on the parent applying at the appropriate time);
- to give entitlement to a place in a preferred school if there is room;
- to give entitlement to be considered according to the same priority criteria as other children where the preferred school is oversubscribed. The application will be determined in accordance with the priority criteria where oversubscribed.

Legal Position & Other Requirements: Summary

The Council is the admission authority for community and voluntary controlled schools in Leicestershire only and it must determine (confirm) its admission arrangements to these categories of schools for subsequent academic years by 28th February following a formal consultation as prescribed in the National School Admissions Code.

In preparing its admission arrangements, the Council adheres in full to the requirements and arrangements surrounding consultation and determination detailed within the School Admissions Code. Where any changes to admission arrangements are proposed, the Council will undertake a minimum 6-week consultation period between 1st October and 31st January.

Parents, schools and local groups with an interest in the local area must be consulted. Consultation is only required to take place every seven years if the admission arrangements have not materially changed since the previous consultation.

The Council is required to co-ordinate applications for all residents in its area. To this purpose it has an approved scheme for co-ordination which is published on our website.

The Council has a duty to provide school places for all pupils resident in its area. The Council achieves this within community and voluntary controlled schools by giving high priority to catchment area children and by allowing parental preference wherever possible.

Parents have a right to express a preference for a school place, including where the child has an Education, Health & Care Plan. Parents must ensure their children receive suitable full-time education by attendance at school or otherwise; they are not obliged to do this before the child has reached compulsory school age.

Compulsory school age is from the term immediately following a child's 5th birthday, which means:

- a child turning 5 between 1 September and 31 December must start school no later than from the start of the Spring term (January);
- a child turning 5 between 1 January and 31 March must start school no later than from the start of the Summer term (April);
- a child turning 5 between 1 April and 31 August must start school no later than the following Autumn term (September).

Each school has an Admission Number (AN) relevant to normal points of entry only, with careful consideration being given to the relationship between admission limits and infant class size requirements i.e. Reception, Year 3 at a junior School and Year 7.

The Council will only admit children up to the admission number except in certain limited circumstances (see page 11) and will ordinarily consider that anything over and above that number would be prejudicial to the efficient education and/or efficient use of resources.

The Council must allocate any places in schools according to objective and transparent criteria. Where the admission number has not been reached, the Council will allocate a place at that school except twice excluded pupils (reception aged children would be exempt) and children being considered under the fair access protocol.

Parents who have their application to a particular school refused have a right to appeal to an Independent Appeal Panel. The decision of an Independent Appeal Panel is binding on parents, the Council and the governing body of the school.

A local authority has the power to direct the admission authority for any maintained school in England (other than a school for which they are the admission authority) to admit a child who is looked after even when the school is full. [Where maintained schools include community, VC, VA and foundation schools.]

The law requires Children with an Education Health and Care Plan (EHCP) that names a school in their plan is allocated the place and is not subject to conditions set out within this policy.

Each school has its own admission number. For details about the admission number for a

specific schools please see Leicestershire Admissions website. For the admission number for Wreake Valley Academy see page 19.

Admission of children outside their normal age group to Community or Voluntary Controlled schools

At the point of first time admission, transfer from infant to junior school or admission to secondary school, parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

To request delayed entry parents should make an application for their child's admission to their normal age group at the usual time, in accordance with this policy. Within that application parents should also submit a request to the Council for admission outside of the normal age group. Further information about the process will then be provided to parents upon their request for admission outside of the normal age group or by contacting the School Admissions Service.

Decisions will be made by a panel of Local Authority (LA) professionals based on the circumstances of each case and considering the best interests of the child concerned, including the headteacher's view. This will take into account:

- parents' views;
- information about the child's academic, social and emotional development;
- where relevant their medical history;
- any views of medical and other professionals;
- whether they have previously been educated outside of their normal age group;
- whether they may have fallen in to a lower age group if the child was not born prematurely; and
- the views of the Headteacher of the school concerned.

Decisions made by the Council will be clearly set out in a letter. The letter will contain a full explanation to the parent of how the decision was arrived at, as well as what recourse is available if the request is refused.

Where the Council agrees to the parent's request for their child to be admitted to a year out of their normal age group, it will be necessary for the parent(s) to apply again for a place in Reception (or at secondary transfer) at the appropriate time a year later as part of the co-ordinated first time admission process. If that application is successful, the child will be admitted into Year 7. However, parents must be aware that any such consent will not guarantee them a place at a particular school.

For schools under the LA's control, the LA will process any such application as part of the main admissions round, and alongside other applications for that age group, on the basis of determined admission arrangements only including the priority criteria when this applies. Where an application is late, it will be considered after on-time applications.

Any agreement by the Council to delay entry or be admitted in advance of their chronological age group will only apply in relation to the community schools and/or voluntary controlled School(s) identified by the parents. Parents should contact the admission authority of other schools they may wish their child to attend to confirm the process that they will need to follow in relation to that school.

At the point of transfer from Junior/Primary to secondary school it will be a matter for the admission authority of that school to determine whether to approve any request for a child to be admitted outside of their chronological age group.

Parents' statutory right to appeal against the 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.

Normal Secondary School Transfer Admissions (not sixth form)

Parents will need to submit an application for admission to secondary school in accordance with the closing date for applications which is set out within the Council's co-ordinated admission arrangements.

For those parents that live in Leicestershire, the Council will confirm decisions for applications from the national offer date 1st March (or on the next available working day if the 1st March falls on a weekend/bank holiday).

For those parents that do not live in Leicestershire, the Council will confirm decisions to the relevant home local authority who will in turn inform the parents of the Council's decision.

Places will be allocated up to the Admission Number (AN).

All applications received by the relevant closing date (please see co-ordinated scheme for dates) will be considered first. Where there are more applications than places, these will be ordered in accordance with the approved priority criteria (see section 10). All late applications received after the closing date will receive the lowest priority and will be considered after those that have been received on-time. In exceptional circumstances, late applications may be considered as on time where the parent is able to evidence the reason for lateness was beyond their control i.e. children in care, forced re-location, new school opening etc. However, late applicant families who are already resident within the catchment area and have moved to another address within catchment will not be excepted children and will not be offered a place at the catchment school in those circumstances, if it is full.

Applications received beyond 4 weeks post-closing date cannot be considered under exceptional grounds, as it is too late to add them to the process and be considered as a late application.

The Council's decision will either be to offer a place at a school or refuse the place because the school is full. A refusal letter will also explain to the parent their right to appeal – for further information see section 14.

In-Year (mid-term) Transfers (all year groups) whether in-catchment or not

Mid-term transfer requests (in-catchment or otherwise) will be co-ordinated through the Council's School Admissions Service. The best way to apply is through the Council's mid-term application form (Common Application Form) available online (before applying parents are encouraged to arrange to visit the school).

The Council will aim to notify the parents of the outcome of their application in writing within 10 school days, but in any event, parents must be notified in writing within 15 school days (5 days if child is indicated as looked after or previously looked after wherever possible. Delays may occur where further evidence or proof is required (i.e. proof of looked after status or previously looked after status, house purchase, tenancy agreement, fair access information for complex or out of authority applications etc) or during busy periods (such as during the normal admissions round or due to when schools are closed i.e. during school holidays).

Where there are multiple in-year admissions and the school does not have sufficient places for every child who has applied for one, places must be allocated on the basis of the oversubscription criteria in the determined admission arrangements only.

Where the mid-term application is made through the Council, the decision will either offer the place or refuse if the school is full because admitting the child would prejudice the efficient provision of education or use of resources. A refusal letter will also explain to the parent their right to appeal, and how they should do this.

Information setting out the process for applying for mid-terms, will be set out on the council's website.

Processing Parental Preferences

Application forms for school places allow parents to express up to three preferences for school places. Parents should rank their preferences in order with 1 being highest and 3 being lowest. Where a place can be offered at more than one preference, only the highest preference will be offered. Applications will be prioritised according to the admissions criteria.

For relevant co-ordinated scheme applications received after the closing date for submission shall only be considered after all other applications which were received on time, unless there is a significant reason for lateness. In exceptional circumstances, late applications may be considered as on time where the parent is able to evidence the reason for lateness was beyond their control i.e. children in care, forced re-location, new school opening etc. However, late applicant families who are already resident within the catchment area and have moved to another address within catchment will not be excepted children and will not be offered a place at the catchment school in those circumstances, if it is full.

Applications received beyond 4 weeks post-closing date in the normal round cannot be considered under exceptional grounds, as it is too late to add them to the process.

(For mid-term (in-year) application closing dates please see Leicestershire's mid-term co-ordinated scheme).

Parents may vary the order of the schools for which they have expressed a preference by logging into their account before the closing date. If on the rare occasion they need to change preference order after the closing date, they must contact the School Admissions Service for

further advice.

However, post the closing date if a new school is added, then that school preference will be considered as a late preference.

Priority Criteria for Entry Autumn 2023 Admissions and Mid-term Applications during 2023/2024 Academic Year

Priority will be given to children whose parents applied on time and ranked in accordance with the priority criteria set out below. Where there are more applications than places or there is a tie, the next relevant criteria will be used to determine which application should be offered the place, if they still have identical ranking then lots will be drawn (see section 10.1 below):

1st	Children who are looked after and those children who were previously looked after children. (See note i.)
2nd	Pupils who live in the catchment area. (See note ii.)
3rd	Pupils who will have a brother or sister attending the same school at the same time at the point that they are attending. (See notes iii.)
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 iv.)
5th	Pupils who are attending a feeder school at the point of application. (See note v.)
6th	Pupils starting at an infant school with a sibling who will be attending the feeder junior school at the same point they are attending (see note iii & v)
7th	Pupils living nearest to the school measured in a straight-line distance (home to school front gate). (See note vi.)

Notes:

- i. 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 arrangement order or special guardianship order). 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

[*State Care - 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.]

(i.e. charity group that benefits society) but does not include private fostering whether in England or from outside of England. For more detail see

- ii. For the purpose of processing a school application a single home address must be used. The child's place of residence is taken to be the parental home at which they normally reside. Where parents claim equal or dual residency they must prioritise one address over the other, or risk the application not being processed. For children of UK service personnel (UK Armed Forces) and crown servants a unit postal address or quartering area address that has been formally declared by an official letter will be used as the home address prior to arrival into the UK.
- iii. The term "brother or sister" includes half brother or sister, step brother or sister or legally adopted child being regarded as the brother or sister living at the same home address.
- iv. If criterion 4 is used, professional supporting documentation from the Lead Professional must be supplied and must be submitted with the application. The following list are the areas that are considered exceptional:-
 - Crown Servants
 - Children subject to Child Protection Plans
 - Hard to Place children – who fall under the Fair Access Protocol
 - Parents suffering domestic violence (This is dependent on documentary evidence by a lead professional)
- v. For criterion 5 above, the child must be on roll at the feeder school at the point of application.
- vi. For criterion 6, measurement of distance of up to three decimal places will be in a straight line from the centre point of the property to the school's main designated front gate, using a computerised mapping system (Routefinder). Where there is equal distance then lots will be drawn, supervised by an independent officer (see Tiebreaker section below).

Tiebreaker

If two or more applications have identical ranking following applying all the above criteria in priority order, lots will be drawn. The drawing of lots will be undertaken by a senior officer in the Children and Families Department, supervised by an officer of the Council from another department that is independent of the Council's School Admissions Service.

Children Who Move Out of or Into the Catchment Area including Late and or Mid-Term Applications

A child who is already attending a school and whose place of residence changes to an out-of-catchment address is entitled to continue attending that school. However, any subsequent application, as a mid-term or at the point of transfer to a junior or secondary school, must be made using the new address.

Where a family have made an application they must notify the Council of any change in their address as soon as possible after the move.

Where a family have applied for or been offered a place at a community or voluntary controlled school and move home during the course of the admissions process (i.e. after the closing date for first time admissions or transfers but before they start) they must notify the Council immediately.

During the normal round the latest date a proof of change of address can be accepted for the purposes of an application that has already been submitted is the third Friday in March for first time admissions and junior transfers and the third Friday in December for secondary transfers. Home moves will not be accepted without proof (see pages 12 -14). Where proof is received beyond the above respective 'Fridays', the applications will be considered as late.

Withdrawal of places

Once a place has been offered at a school the Council may withdraw that place prior to starting school where it has been established that:

the place was offered in error;

or

it is established that the place was obtained through a fraudulent or intentionally misleading application;

or

where the parent has not responded within a reasonable time .

Mid-term Applications

For applications made outside of the normal round of admissions i.e. seeking to move school part way through an academic year, where a place exists at the requested school it will be offered.

Where an application is made and the school that is oversubscribed, a school place may still be offered subject to the following:

- (i) The requested school is the catchment school for the new address; and
- (ii) Documentary evidence of the house move is provided (see pages 12 -14); and
- (iii) There is no alternative school within a reasonable distance which has available places in the relevant year group. Reasonable distance for these purposes is 2 miles for a primary school

and 3 miles for secondary school, measured as the shortest safest walking route from a geocoded point at the centre of the home address to the School's front gate using an electronic mapping tool – Routefinder; and

- (iv) The application is made within 90 calendar days of the family first moving into the property and the application requests a start date of no later than half a school term from the point the application was received; or
- (v) That the, child has/will have a sibling attending the school at the same time.

Applications submitted in accordance with this section will usually be processed within 20 school days, although there may be delays during the main round for applications and appeals. The Council will notify parents of the outcome of their application confirming that the application has been accepted or setting out the reason it has been refused.

Appeals (including class size appeals)

All parents will have a right of appeal if an application for a school place is refused and this will be detailed in the refusal letter. Appeals that are to be heard as part of the normal round will be heard in accordance with the appeals timetable published on the LA's website.

Parents may contact the School Admissions Service if they require clarification of the procedure that will be followed in respect of an appeal.

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Second Applications (Further Appeals)

Ordinarily parents may only make one application for any particular school per academic year. In exceptional circumstances, and at its sole discretion, the Council 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 your 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 AN, increase in the number of teaching staff.

In such instances parents must provide the Council with written details of the significant and material change together with any evidence of that change. Where the significant and material change is accepted by the Council a second application will be permitted and must be made in the usual way and will be processed in the normal manner and, where necessary,

in accordance with the priority criteria.

Errors

Where the Council has made an error in the processing of an application for a school place, and it is established that had the error not occurred it would have resulted in the applicant being offered a school place, the Council will offer a place at the school.

Applicants are responsible for the accuracy of all and any information which they submit. The Council takes no responsibility for incorrect information submitted (i.e. an incorrect date of birth, failure to mention sibling(s), failure to provide supporting evidence etc.) or the impact that such information may have on the determination of their application. Where applicants become aware of such errors, they should notify the Council as soon as possible.

Exceeding the Admission Number (AN)

At the point of secondary transfer (i.e. normal round of applications), if there are more requests for in-catchment children than the admission number (AN), the AN will not usually be exceeded, except in exceptional circumstances.

For applications made outside of the normal admissions round (e.g. mid-term applications) where the AN has been reached, applications will be refused, subject to: see page 9 Withdrawal of places section 13.1.

In certain exceptional circumstances the Council may determine, or the school may request, that the AN be exceeded. Any such request by a school must be made by written request to the School Admissions Service. Where necessary, the Council will publish details of any variation to increase the AN of a particular school on its website.

For the avoidance of doubt, discretion to exceed the AN shall rest solely with the Council and not the governing body of a school. In reaching any decision the Council will consider the views of interested parties; the governing body of the school, the impact on the education of children in the school; and the availability of other places within the area.

Parents will still submit their application in the usual manner. The Council will determine those applications in the following way:

- (a) Where the decision to increase the AN is made before the National Offer Date, applications will be processed in the normal way with on-time applications being considered first and with places being offered in accordance with the priority criteria up to the increased AN. If there are any places available after on-time applications, places will be offered to those late applications ranked according to the priority criteria;
- (b) Where the decision to increase the AN is made after the National Offer Date, the Council will offer any additional places as per the priority on the waiting list up to the increased AN alongside any further applications received;

- (c) Where the decision to increase the AN is made at a time when no waiting list is being held, the Council will offer places on a first come, first served basis, up to the increased AN.

For the purpose of this section, exceptional circumstances may include but are not limited to:

- (a) An independent appeal outcome in the parent's favour;
- (b) The admission of children who are subject to Leicestershire's Fair Access Protocol;
- (c) The admission of children who would have siblings in the school;
- (d) Infant class size exceptions (see section 4).

Miscellaneous

Catchment Area Definition and How to Find Out the Catchment Area School for Your Home Address

Most schools have their own catchment areas, which are defined as the geographic area from which pupils / students are eligible to be considered under criterion 2 (see page 7). The HOME ADDRESS determines into which catchment area you reside (definition of home address see page 7 note (ii)). There are some instances however where the catchment has multiple schools in it i.e. Braunstone see section 18.3 below.

If you are unclear in which catchment area your home address falls please contact the Council's Customer Service Centre, on (0116) 305 6684.

Where a family have equal split residency arrangements and the child resides either in the same school catchment or live in two catchment areas, parents must prioritise one address.

Areas of Dual / Multiple Catchment Entitlement

In areas where there is dual or multiple catchment entitlement, equal preference process will be applied at the normal round of applications. For children who move into an area outside of the normal admissions round, the normal criteria will be applied (see page 7). In both circumstance the highest-ranking preference where possible will always be offered.

Please see <https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/find-a-school> for individual LA controlled catchment maps

Determining Home Address/Parental Proof of Residence

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

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.

In addition to the above you may also be asked for:

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

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;
- Stamped passport or visa;
- Boarding passes.

Where the Council does not consider it is 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.

Clarification of home address where the family's current address is deemed temporary or multiple addresses

For the purposes of this policy the following will be accepted as the home address:

- (a) Purchase of a second property by a family, while the first property is retained, where the family moves to the second address and provides proof of residence - as set out in section 18.7; or
- (b) Rented accommodation while a previous property is retained. The family must provide satisfactory evidence to the Council that the rented accommodation is their primary residence through proof of residence, and by demonstrating that the old property is not being occupied by them. In that instance, the Council must be provided proof of zero/vacant occupancy (i.e. discounted council tax, see section 18.7); or
- (c) Temporary living arrangements whether living with relatives or not i.e. whilst re-furbishing, building or decorating the permanent home address. The home address will be taken as the one where the family can provide proof of residence - see section 18.7; or
- (d) Where because of reasons beyond parental control a house move has been imposed on the family or children ((i.e. fleeing domestic violence (refuge address), safe home (witness protection), home repossessions, losing your home through an 'act of god' i.e. home destroyed, etc.)), subject to supporting documentation; or

- (e) Where the parent has been hospitalised and the children have been placed with a relative or carer, the temporary address will be accepted for the purposes of a school application on proof of hospitalisation i.e. a letter from a medical professional, and a declaration from the relative or carer of the arrangements.

Oversubscription Lists

The Council will maintain an oversubscription (waiting) list for:

- (a) First time admission;
- (b) Infant-junior transfer; and
- (c) Transfers from primary (including junior) to secondary school.

The oversubscription (waiting) list is ranked in the same order as the published oversubscription criteria and not by date of application. The list will be held after national offer date until the 31st December of that year.

Applications received after the National Offer Date will be determined as mid-term applications. Any applications that are refused before 31st December will also be automatically placed on the oversubscription (waiting) lists.

The Council does not hold waiting lists past 31 December in relation to any mid-term applications. At any point while on the oversubscription (waiting) list, the family's circumstances change and the Council has been made aware, the application will be re-assessed and the lists will be re-ranked in accordance with the priority criteria. Where a family has failed to notify the Council of such a change and is subsequently offered a place, that place may be withdrawn in accordance with section 12.

Circumstances in which an application might be refused – children with challenging behaviour and twice Excluded Pupils

Where a child has been permanently excluded from two or more schools, there is no obligation on the Council to comply with parental preference for a period of two years from the last exclusion. This does not apply where exclusion was before the child was of compulsory school age, for children who have been re-instated following a permanent exclusion or for children with special educational needs statements or Education, Health and Care Plans.

In addition to this, applications for vulnerable children who have been unable to secure a school place outside of the normal admissions round may be referred for consideration under the Fair Access Protocol. Further details about this can be found on the Council's website. Parents should be aware that where children are considered under the protocol, the protocol has no obligation to comply with school preference rights (although it will be considered) in seeking to secure a school place. However, there is nothing to prevent a parent from applying for a different school at that time – any such application will be considered in accordance with the usual process.

Where a governing body does not wish to admit a child with challenging behaviour* outside the normal admissions round, even though places are available, it must refer the case to the Council for action under the Fair Access Protocol. [*behaviour can be described as challenging where it would be unlikely to be responsive to the usual range of interventions to help prevent and address pupil misbehaviour or it is of such severity, frequency, or duration that it is beyond the normal range that schools can tolerate. We would expect this behaviour to significantly interfere with the pupil's/other pupils' education or jeopardise the right of staff and pupils to a safe and orderly environment.]

For those of secondary school age the relevant Area Behaviour Partnership will be responsible to place the student with support as necessary.

Parents are not precluded from applying for a school place even whilst the FAP is ongoing.

For those children who have been permanently excluded and are in a transition phase (i.e. transferring from Year 6 to Year 7), all exclusions are expunged and the receiving school must take the child.

Children with Education Health and Care Plans (EHCP) (Special Educational Needs and Assessment (SENA))

All applications that have an EHCP will be forwarded to SENa for their consideration and processing.

Children from Overseas

Applications from non-UK nationals will be processed in accordance with this policy.

If the Council have any concerns as to a child's leave to remain in the UK and/or entitlement to state education, such concerns shall be referred to the Home Office.

Acceptance or Refusal of Offers; Withdrawal of Places or Offers of Places

In the normal admissions round (i.e. when offers are made for first-time, infant-junior admissions, national offer date 16th April, or when offers for secondary transfers are made on national offer date of 1st March), places will be assumed accepted unless refused.

For mid-term applications (outside the normal round), parents must respond to any offer of a school place within 20 days of the date of that letter directly with offer school to make starting arrangements.

Where no response has been received within 20 school days of the start of the school term or the date of the offer letter (as may be appropriate), a reminder will be sent explaining that the place may be withdrawn if they do not respond to the offer. Parents will be afforded a further 10 school days to take up the school place. If no further response to the offer (either accepting or refusing it) is received then the offer of a place will be withdrawn.

Children with Split Residence

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 Council for the purposes of an application for a school place is the one where the child lives for the majority of the school week – Monday to Friday.

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 by the Council to choose one address for the purposes completing a school application. Where parents cannot agree a single address, the Council will require parents 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 / or misleading grounds. In such circumstances the application will be considered afresh and determined at that time based on the correct information.

Children of UK Services Personnel and other Crown Servants

Where a school has spaces, such children will be allocated a place as part of the normal round of admissions without the requirement of an official Government letter declaring a relocation date and intended address. The place must be taken-up within 20 school days for the normal round of applications from the start of the academic year or it may be withdrawn.

Where during the normal round for admissions a school is oversubscribed, the Council will require any application to be supported by an official letter that declares a relocation date and a Unit postal address or quartering area address. The application will then be ranked and determined against the oversubscription criteria.

Where a posting is partway through the school year a place will be considered in advance of the family arriving, provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address. The application will then be processed under the normal priority criteria.

Bradgate Inclusion Centre Admissions

Bradgate Inclusion Centre admissions are determined by the SEND places panel following consultation via the EHCP.

Post 16 and Sixth Form Admissions

Bradgate Sixth Form is fed by students from The Roundhill Academy & Wreake Valley Academy.

Overview:

- Children above compulsory school age have a right to apply and appeal for any sixth form or college place independently of their parents.
- Bradgate Sixth Form controls its own Admissions.
- The admission number for Bradgate Sixth Form is 20, for external candidates*. It is based on an estimate of the minimum number of external candidates likely to be admitted, although it would be acceptable to exceed this if demand for available courses can be met.
* Students being admitted to the school for the first time.

Criteria for access to A Level/BTEC courses:

- Bradgate Sixth Form, is a Level 3 Centre offering a range of A Level and BTEC qualifications. Students wanting to study other courses are signposted to local FE Colleges.
- The minimum entry requirement for the Sixth Form is 5 GCSE qualifications at grade 4 or above in a variety of subjects, including English Language and Mathematics.
- There are additional entry criteria for studying specific subjects at A Level. Students need to have gained the minimum entry requirement for the Sixth Form and the entry requirement for the subjects they wish to study. Exceptions to this must be approved by the Head of Sixth Form following discussions with the relevant Subject Leader. The subjects with additional entry criteria are A Level courses in English Literature, Mathematics, Biology, Chemistry and Physics. Please see the entry requirements for each subject on our website.

Guidelines for Applicants:

- All applications, whether from internal or external applicants, will be treated equally as long as they adhere to the deadline date and entrance criteria.
- The preferred completion date for applications to the Sixth Form is 31st January, using the on-line application form. However, late entry requests will be accepted, providing the student meets the entry criteria. In such cases it must be understood that the late entry may result in limitation of access to courses due to numbers.
- Students at The Roundhill Academy and Wreake Valley Academy will need to apply formally for a place in Bradgate Sixth Form. They must meet the entry criteria and apply using the on-line application form.
- All applicants will be given an interview during February or March and will receive an offer of a place within 4 weeks of their interview on the condition they meet the GCSE entry criteria.
- On results day all applicants will have an enrolment interview to confirm that the entry criteria has been met and students are sure of their A Level subject choices.

Application Refusals

- Any applicant refused a place has the right to appeal to an independent appeal panel. The local authority will not be able to present cases in appeal if the conditions of the School Admissions Code, the local authority's policy and Bradgate Sixth Form's entry requirements or over-subscription criteria have not been applied properly. Where the local authority cannot present a case in appeal, it will normally instruct the Sixth Form to admit the student.

Appendix 1 – Wreake Valley Academy Feeder Schools

Barkby – The Pochin Primary
East Goscote – Broomfield Primary
Gaddesby – Gaddesby Primary
Queniborough – Queniborough C Of E Primary
Rearsby – St Michael & All Angels Church of England Primary
Syston – St Peter and St Paul C of E Primary
Syston – The Merton Primary
Thrussington – Thrussington C of E Primary
Thurmaston – Church Hill C of E Junior
Thurmaston – Eastfield Primary

Addendum – Admission Numbers for Academic Year September 2022 –2023

The Planned admission number of 240 relates to the allocation of pupil places for transition from primary school to secondary school. Once the October census has been taken the Academy finalises the Admission number for each year group based on its Operational Capacity. This Admission number is reviewed every Spring and published on the school's website and communicated with the Local Authority as per the School Admissions Code 2014.

Year Group	Admission number for Academic year 2022 -2023	Comments
Year 7	PAN 240	Likely to be capped at 210 at the October census based on 7 form groups of upto 30 pupils.
Year 8	210	
Year 9	150	
Year 10	120	
Year 11	140	
Year 12 &13	130	

From September 2020 there will be provision for up to 15 pupils into an Enhanced Provision for young people with Communication & Interaction difficulties (Bradgate Inclusion Centre) for whom a place has been allocated via an Education & Health Care Plan.

Year Group	Admission number for Academic year 2021 - 2022	Comments
Yrs 7 -11	15	Places decided via the SEND places panel following consultation via the EHCP.