

Academy Policy

Admissions Policy 2027/28

CEO approval:	Sean Kelly
Trust Governance Approval:	School Improvement Committee
Last reviewed on:	Autumn 2025
Next review due by:	Autumn 2026

Contents

1.	Introduction	3
2.	How to apply	3
3.	Requests for admission outside the normal age group	4
4.	Applications for places in Reception Year 2027/28	5
5.	Late applications for Reception Year in 2027/28	5
6.	Admission number (AN)	6
7.	Children with an EHCP	6
8.	Oversubscription criteria	6
9.	Tie break	7
10.	Challenging behaviour	7
11.	Fair Access Protocol	7
12.	Withdrawing an offer of placement	8
13.	Waiting Lists for First Time Admissions	8
14.	In-year admissions	9
15.	Appeals	10
16.	Definition of terms	10
	Appendix 1 Proposed timetable for co-ordinated admission arrangements 2027/28	12

1. Introduction

- 1.1 The Academy policy for admission for the academic year 2027/2028 has been written to reflect Leicestershire County Local Authority guidance. This policy is reviewed on a yearly basis by Lady Jane Grey Academy and the Raleigh Education Trust.
- 1.2 This policy aims to:
 - a) Explain how to apply for a place at the Academy
 - b) Set out the Academy's arrangements for allocating places to the pupils who apply
 - c) Explain how to appeal against a decision not to offer your child a place
- 1.3 This policy is based on the following advice from the Department for Education (DfE):
 - a) School Admissions Code
 - b) School Admission Appeals Code
- 1.4 All references to 'Academy' in this document refer to Lady Jane Grey Academy.

2. How to apply

- 2.1 Lady Jane Grey Academy participates in the Leicestershire County Council co-ordinated admission arrangements [Co-ordinated Admission Scheme – Infant, Primary and Junior school entry](#) and [Co-ordinated admission arrangements for mid-term transfers scheme](#) for academies that participate in Leicestershire's mid-term co-ordination scheme.
- 2.2 Children do not automatically transfer to Reception from early years provision or nursery, and parents must apply for a school place. Similarly, children attending an infant school do not automatically transfer to the junior /primary phase of education and parents must make an application.
- 2.3 The majority of admissions to Reception to all infant and primary schools is the September immediately following a child's fourth birthday (i.e. all children who have turned 4 before 31st August). The same applies to the majority transferring from Infant to Junior (i.e. from September immediately following their 6th birthday).
- 2.4 For first time admission, applications for a school place must be made on or before the national closing date of the 15th of January of the year of admission in which the child turns four, even where the child will not be of compulsory school age in September when they start school. The Council open the application portal on the 1st of September of the academic year prior to the year the child is eligible to start school.
- 2.5 Parents living in Leicestershire must apply to the Council for a school place. Parents apply on a Common Application Form (CAF). The best way to apply is by applying [online through the Council's website](#), however paper copies of the application form can be requested from the Customer Service Centre by calling 0116 305 6684.
- 2.6 Parents that do not live in Leicestershire but are seeking a school place at a school within Leicestershire can do so by applying through their home local authority i.e. the local authority in which the child resides and where the council tax is paid. Those applications will be forwarded to the Leicestershire County

Council for processing, in accordance with the co-ordinated admissions scheme (please see the Council's website for a copy of the co-ordinated scheme).

- 2.7 Parents are able to state up to five preferences in the order they most prefer and give reasons for those preferences. Parents should include any additional information the admission authority may need in order to consider their preferences fully.
- 2.8 The Council will process applications from Service Personnel / Crown Servants in accordance with the School Admissions Code 2021.
- 2.9 You will receive an offer for a school place directly from the local authority (co-ordinated round only).

3. Requests for admission outside the normal age group

- 3.1 Parents are entitled to request a place for their child outside of their normal age group by contacting the child's home local authority.
- 3.2 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 academy via Leicestershire County 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.
- 3.3 Decisions on requests for admission outside the normal age group will be made based on the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:
 - a) Parents' views
 - b) Information about the child's academic, social, and emotional development
 - c) Where relevant, their medical history and the views of a medical professional
 - d) Whether they have previously been educated out of their normal age group
 - e) Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
 - f) The Principal's views.
- 3.4 Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered based on the admission arrangements laid out in this policy, including the oversubscription criteria.
- 3.5 Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.
- 3.6 Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

4. Applications for places in Reception Year 2027/28

- 4.1 For admission to the Academy in September 2027, parents/carers must apply through Leicestershire County Council as part of the co-ordinated admissions scheme. Application information will be made available by Leicestershire County Council to parents/carers resident in Leicestershire, primarily via the Council's online admissions system. Parents/carers may also request a paper Common Application Form (CAF) from Leicestershire County Council.
- 4.2 The closing date for applications under the co-ordinated admissions scheme is 15 January 2027.
- 4.3 Offers of places will be made by Leicestershire County Council on the national offer day of 16 April 2027 (or the next working day if this falls on a weekend or public holiday). The offered place will be deemed accepted unless a parent/carer wishes to refuse the offer, in which case they must contact the School Admissions Service.
- 4.4 Parents/carers who apply online will be notified by email on offer day.
- 4.5 Parents/carers who submit a paper application will receive notification by post.
- 4.6 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.

5. Late applications for Reception Year in 2027/28

- 5.1 Applications received after the closing date of 15 January will be treated as late applications and will not be considered until all applications received on time have been processed.
- 5.2 Where an application is received after 15 January but on or before 31 January, and is supported by independent professional evidence, the Academy, as the admissions authority, may agree to treat the application as on time if the evidence demonstrates that the application could not reasonably have been made by the published deadline.
- 5.3 Parents/carers must be able to demonstrate that the reason for lateness was beyond their control. Examples of circumstances that may be considered exceptional include (this list is not exhaustive):
 - a child becoming looked after;
 - forced or emergency relocation;
 - a new school opening;
 - serious or long-term illness of the parent/carer or child;
 - a significant family bereavement close to the closing date.
- 5.4 Moving into the area is not normally considered an exceptional reason for a late application. Families who were already resident within the catchment area and who move to a different address within the catchment area will not be treated as exceptions and their applications will be processed as late.

- 5.5 Applications received after 31 January cannot be considered as on time under any circumstances and will be processed as late applications, after national offer day.
- 5.6 Decisions on late applications will be made by Lady Jane Grey Academy, as part of the Trust, in accordance with this admissions policy and the published oversubscription criteria. Where a place cannot be offered, parents/carers will be notified of the refusal and informed of their right of appeal.
- 5.7 Leicestershire County Council will continue to coordinate the admissions process, including the exchange of information with other local authorities.
- 5.8 Where parents/carers reside outside Leicestershire, Leicestershire County Council will notify the child's home local authority, which will then inform parents/carers of the outcome on behalf of the Academy.

6. Admission number (AN)

- 6.1 Lady Jane Grey Academy has an agreed admission number of 30 pupils for entry in each year group.

7. Children with an EHCP

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

8. Oversubscription criteria

- 8.1 If the Academy is not oversubscribed, all applicants will be offered a place.
- 8.2 If the Academy receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.
 - a) Places will first be allocated to a 'looked after child' or a child who was previously looked after, but immediately became subject to an adoption, child arrangement, or special guardianship order. A looked after child is a child:
 - i. in the care of a local authority, or
 - ii. being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.
 - b) Places will then be allocated to other pupils, who at the closing date for applications, live within the catchment area of the academy. See 15.3 for more information.
 - c) Places will then be allocated to pupils, who at the closing date for applications, and who at the time of admission, have a sibling attending the academy who will still be on roll at the proposed date of admission. See 15.2 for the definition of siblings.
 - d) 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.)

- e) Pupils living nearest to the school measured in a straight-line distance from a central geo-coded point of the home address to the school's main front designated gate, using a computerised mapping system.

9. Tie break

- 9.1 In the event that two or more applications cannot be separated by the oversubscription criteria set out above, priority will be given to children who live closest to Lady Jane Grey Academy. Distance will be measured in a straight line from the child's home address to the main entrance of the Academy, using the local authority's computerised mapping system.
- 9.2 Where the distance between the home addresses of two or more children and the Academy is identical, random allocation will be used to determine priority. This process will be conducted by the Trust and independently verified.

10. Challenging behaviour

- 10.1 Lady Jane Grey Academy will not refuse to admit a child on the basis of behaviour in the normal admissions round or at any point during the normal year of entry. Admission will only be refused in circumstances permitted under the School Admissions Code.
- 10.2 Where paragraphs 3.8 to 3.14 of the School Admissions Code apply, this will be through the Fair Access Protocol (FAP). The Academy must provide evidence of behaviour concerns for consideration by the Fair Access Panel. Where evidence is insufficient and a place is available, the application will be processed in accordance with the usual admission arrangements. Where a year group is full, parents retain the right of appeal.
- 10.3 For applications made outside the normal year of entry (in-year admissions), the Academy will not refuse admission on the basis of behaviour alone. Where appropriate, and in accordance with the Leicestershire Fair Access Protocol, children who are hard to place may be referred through the Fair Access process to ensure they are placed as quickly as possible.
- 10.4 The Academy will not refuse admission on these grounds to:
- looked after children
 - previously looked after children
 - children with an Education, Health and Care Plan that names the Academy.

11. Fair Access Protocol

- 11.1 Lady Jane Grey Academy participates in the Leicestershire County Council Fair Access Protocol, developed and agreed with local schools and academies in line with the School Admissions Code 2021.
- 11.2 The purpose of the Fair Access Protocol is to ensure that children who are:
- unsettled,
 - vulnerable, or

- unable to secure a school place through the normal in-year admissions process
- are offered a school place as quickly as possible, minimising the time they are out of education.

11.3 The Academy, as an admission authority, will actively participate in the Fair Access Protocol, including:

- making available a representative authorised to participate in discussions and decisions;
- admitting children when requested to do so under the protocol, even if the relevant year group is full; and
- working collaboratively with the local authority and other schools in accordance with the agreed local arrangements.

11.4 Decisions about placement under the Fair Access Protocol will be made within 20 school days of a child being referred to the local Fair Access Panel, in accordance with the protocol's requirements.

12. Withdrawing an offer of placement

12.1 Any offers of a place found to be made based on inaccurate information can be withdrawn. Such examples would include fraudulent, or intentionally misleading applications (e.g., a false claim to residence in the catchment area of the academy).

12.2 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.

13. Waiting Lists for First Time Admissions

13.1 During normal admissions round where, an application has been refused and the number of applications received is greater than the number of places available, waiting lists will be maintained from offer day until the 31st December of that year.

13.2 Leicestershire County Council will maintain an oversubscription (waiting) list for first time admissions on behalf of the Academy.

13.3 Children's names are only placed on a waiting list for any school that the parent has ranked higher than the school that has been allocated. If a place is subsequently allocated the child's name will be removed from the waiting list for any lower preferences.

13.4 Priority on the waiting list will be decided by reference to the admission oversubscription criteria and not by the date an application was received.

13.5 Applications received after the 1st September 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.

13.6 The Council does not hold waiting lists beyond 31st December. 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 assessed again, 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

14. In-year admissions

- 14.1 Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.
- 14.2 Children who are the subject of a direction by a Local Authority to admit, or who are allocated a place at the academy in accordance with the In-Year Fair Access Protocol, will take precedence over children on a waiting list.
- 14.3 Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.
- 14.4 The Academy does not maintain waiting lists for mid-term (in-year) transfers. Applications made outside the normal admissions round will be considered in accordance with the in-year admissions arrangements and parents/carers will be informed of their right of appeal where a place cannot be offered.
- 14.5 Mid-term transfer requests will be co-ordinated through the Council's School Admissions Service, [Co-ordinated admission arrangements for mid-term transfers scheme](#).
- 14.6 Parents can submit applications and if offered a place will have up to 20 school days to take-up the place or risk the place being withdrawn. School places cannot be reserved, and places are allocated in line with the admission arrangements for the school.
- 14.7 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).
- 14.8 Admissions will normally be agreed up to the AN for the relevant age group. Admission to other age groups cannot be refused on the grounds that the AN has already been reached however, admission may be refused where the admission of another child would prejudice the provision of efficient education or efficient use of resources.
- 14.9 Where an application is made to a 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 paragraph 14.15); and
- 14.10 (iii) There is no alternative school within a reasonable distance which has available places in the relevant year group. Reasonable distance is 2 miles (primary age), measured as the shortest safe walking route using a computerised mapping system; 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.
- 14.11 On behalf of the Academy, the Council will aim to notify the parents of the outcome of their application in writing within 10 school days and must notify in writing within 15 school days.

- 14.12 Where the mid-term application is made through the Council, the decision will, either be to 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.

15. Appeals

- 15.1 If an application for a place at Lady Jane Grey Academy is refused, parents/carers will be informed in writing of the reason for refusal and their right to appeal.
- 15.2 Appeals are heard by an Independent Appeal Panel in accordance with the School Admissions Appeals Code. The decision of the panel is binding on parents/carers and on the Academy.
- 15.3 As Lady Jane Grey Academy participates in Leicestershire County Council's coordinated admissions arrangements, appeals are administered by Leicestershire County Council on behalf of the Academy.
- 15.4 Further information about the appeals process, including how to submit an appeal online and relevant timescales, is available on the Leicestershire County Council website:

<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/apply-for-a-school-place/appealing-a-school-place-decision>

16. Definition of terms

16.1 Residence

- 16.1.1 A child's home address is considered to be where he/she is resident for the majority of nights in a normal school week. If more than one person has parental responsibility for the child, and those people live in separate homes, the academy will consider the child's home address to be the property at which they live for most of the week (this includes weekends as well as weekdays).
- 16.1.2 If the child lives at two separate homes for an equal length of time, the child's permanent place of residence will be taken as the address shown on the child benefit award notice.
- 16.1.3 For the purposes of a school application, only one home address may be used. Where parents with equal shared care cannot agree, the application will be suspended until parents return to court to confirm which address must be used or who holds educational responsibility.

16.2 Siblings

- 16.2.1 For admission purposes the academy considers siblings as:
- a) a brother or sister who share the same parents.
 - b) a half-brother or half-sister, where two children share one common parent.
 - c) a stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership.
 - d) adopted or fostered children living in the same household under the terms of a child arrangement or special guardianship order.

- 16.2.2 Where applications are received in respect of twins, triplets or children of other multiple births, the academy will endeavour to offer places in the same school, admitting above the planned admission number where necessary. If this is not possible, the parent/carer will be asked which child(ren) should take up the place(s). The parent/carer will still have a right of appeal against a refusal of a place.

16.3 Catchment area

- 16.3.1 The Academy participates in the Leicestershire County Council coordinated admissions scheme. To find out whether your home address is within the catchment area for Lady Jane Grey Academy, please use the Council's official Find a School tool at:

<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/apply-for-a-school-place/find-a-school>

- 16.3.2 You may also contact Leicestershire County Council's Admissions Team on 0116 305 6684 for confirmation.

16.4 Accessibility of policy documents

- 16.4.1 Parents and carers are welcome to ask for further information about any policy matter. Copies of our policies are displayed on the Academy website and be requested via the Academy Office.

- 16.4.2 The Academy will arrange for the translation or summary of a document when this is requested by a parent or carer whose first language is not English.

Appendix 1 Proposed timetable for co-ordinated admission arrangements 2027/28

PROPOSED TIMETABLE FOR CO-ORDINATED ADMISSION ARRANGEMENTS

By 1 September 2026

Information distributed by the local authority to Nottingham City parents and carers or via nursery schools where the child attends a nursery attached to a city infant or primary school.



By 15 January 2027

Closing date for receipt of Common Application Form (CAF).



On 16 April 2027 or next working day

Leicestershire County Council sends offers to online applicants via e-mail and paper applicants via postal notification.



Within 20 days

Parents/carers required to confirm acceptance of place offered.