



**LOUGHBOROUGH  
CofE  
PRIMARY  
SCHOOL**



# **2025-2026 Admissions Policy**

**Approved 29<sup>th</sup> November 2023**

*"Together in God's grace, may we give  
our children the roots to grow and the  
wings to fly"*

**Loughborough CE Primary School – 2025 – 2026  
Admissions Policy**

### **First Time Admission into the Reception Year Group**

Applications for First Time Admission into the Reception year group are co-ordinated through Leicestershire County Council. Parents should apply online at <https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions>. Alternatively, they can call the Customer Service Centre on 0116 305 6684 and a form will be posted out.

A 'Supplementary Information Form' (available from the school office) must be returned to the school, together with supporting evidence, where priority is requested under the school's Category 3 [faith based] admissions criteria.

### **Responsibility for Admissions Arrangements**

As the Admissions Authority, the governing body of Loughborough Church of England Primary School is responsible for admission arrangements. The policy must be reviewed annually in consultation with the Leicester Diocesan Board of Education. The school offers 30 places in the "Reception" (FS2/EYFS) year group, and this number normally remains the admission limit for the cohort as it advances through the school.

### **"In Year" Admissions**

Applications for admission to the school in any other year group or at any other time are known as "In Year Admissions" and are made directly to the local authority [here](#) via their website who manage the application process on our behalf. This link is also copied below and is available on the school's website.

<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/apply-to-move-school>

### **Oversubscription Criteria**

In accordance with Government legislation (Section 324 of the Education Act 1996) the Governing body will admit children who have an Education Health and Care Plan naming Loughborough CE Primary School as the appropriate school.

Then the governors will consider all applications and offer places according to the following admission criteria, listed in order of priority:

**Category 1 – [Looked After Children]** Any **looked after** or **previously looked after** 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 section 22(1) of the Children Act 1989); or who was (c) a "looked after" child immediately prior to becoming subject to an adoption, residence, or special guardianship order; or who (d) was previously looked after and appears to have been in state care<sup>1</sup> outside England\* and has ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order.

\*By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided

in orphanages or other settings. Where Governors are unsure about the validity of the application advice will be sought from the Local Authority's "Virtual School Head".

**Category 2 – [Siblings<sup>2</sup>]** Any child with a **sibling** who will have been on roll at the school for at least one term at the date of intended admission (September 2025).

**Category 3 – [Faith based]** Any child whose application is supported by a letter from their priest, minister or religious leader (*submitted with the Supplementary Information Form*) confirming that the child, or their parent, or someone with legal parental responsibility, is currently an **active member<sup>3</sup> of any Christian church**, either within the Church of England, a church belonging to **Churches Together in England<sup>4</sup>** or an independent free evangelical church. In the event that the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

At normal point of entry to the school, **up to a maximum of 10 spaces** will be allocated under Category 3.

***Priority within Category 3 will be as follows:***

Priority in Category 3 will be given first to children eligible for **pupil premium<sup>5</sup>**, then to those living **closest** to the school, measured in a straight line distance between the school's main front gate and the centre point of the child's home address<sup>6</sup> which was used for applying for the school place, measured using a computerised mapping system (Geocoding). Unsuccessful applicants in this category will then be considered in Category 4. Any unused spaces will also be offered through Category 4.

**Category 4 – [Staff]** Any child whose parent (or person with legal parental responsibility) will have been continuously employed as a member of **staff** by the school for a period of at least twelve months up to and including the date of intended admission.

**Category 5 – [All other children]**

**Tiebreaker for Category 4 & 5**

Priority in each part of Category 4 & 5 will be given to those living **closest** to the school measured in a straight-line distance between the school's main front gate and the centre point of the child's home address which was used for applying for the school place, measured using a computerised mapping system (Geocoding). Only one address can be used for the purposes of applying for a school place and therefore it remains the parents' responsibility to choose one home address for the application. This is the address that will be used for determining distance from the school. Where two or more applications are still tied, even after application of the above distance criterion, the place will be allocated by random allocation administered by the Governing Body's Admissions Committee.

**Waiting List – Reception Year**

Any waiting list will be ranked according to the over-subscription criteria. After 30 April 2025 positions on the list may change due to late applicants accepted on the lists who meet higher

admission criteria. For vacancies arising after the first day of the autumn term at the normal point of entry ("In Year admissions"), places will be allocated according to the criteria above, but regardless of the number of Category 3 pupils currently on roll. After 31 July 2026, parents and carers must then re-apply for a place in Year 1 as an "In Year" Admissions application.

### **Admission Offers and Appeals**

For first time admissions, the Local Authority will confirm whether a place has been awarded each year in April prior to the start of the academic year in which the child will start at the school. For “In Year” Admissions, the Governing Body will confirm whether or not a place can be offered, within ten school days of receiving your application. If no place is offered, then the parents have the right of appeal to the Leicester Diocesan Board of Education ([www.leicester-dbe.com/admissions-appeals](http://www.leicester-dbe.com/admissions-appeals)) who can be contacted at:

St Martin’s House,  
7 Peacock Lane,  
Leicester LE1 5PZ

### **Multiple Births (Twins, Triplets etc)**

Our policy for school admissions is that places are offered according to the oversubscription criteria. In the event that it would result in splitting a multiple birth family one of the following rules will apply:

Where this occurs, each case will be considered and in the majority of cases the other child/children will be offered a place provided the admission will not prejudice the provision of efficient education and efficient use of resources e.g. if the application of this resulted in a class of 36 children with one teacher in a small classroom this could have serious implications to the school.

In the event that siblings with a different date of birth, but in the same year group are split by the over-subscription criteria, the following will apply:

During Key Stage 1 when admission would take a class over 30 (up to and including Year 2) – one child will be offered a place, selected by random selection which will be made in the presence of a representative of the school’s governing body. The other sibling(s) names(s) will put on the waiting list and will be offered the next available place(s). If admission of the other siblings will not contravene infant class size regulations, then each case will be considered, and in most cases the other child/children will be offered a place provided the admission will not prejudice the provision of efficient education and efficient use of resources.

### **Notes & Definitions:**

**1 “state care”** means a child accommodated by a public authority, a religious organisation, or other provider (i.e. charity group that benefits society) but does not include private fostering.

**2 “Sibling”** means a full brother or sister (or adopted brother or sister), whether or not resident at the same address. It also means a half-brother, half-sister, step-brother, step-sister, or the son or daughter of the parent/carer’s partner, in each case where the child for whom the school place is sought is being brought up as a sibling in the same family unit at the same address.

**3 “Active member”** means attending for worship once a month for 12 months. *In the event that the church has been closed for public worship at any time during the 12 months prior to an application being made and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*

### **4 “Churches Together in England”**

A full list of churches belonging to **Churches Together in England** is available at <http://www.cte.org.uk/> It is the applicant’s responsibility to ensure that any certificates (copies, not originals please) and/or letter of support are submitted together with the application and supplementary information form.

### **5 “Pupil Premium”**

A child is **“eligible for pupil premium”** if:

- the child’s current early years setting or school receives Early Years Pupil Premium or Pupil Premium in respect of that child, or
- if that child has been registered for Free School Meals at any point in the last 6 years before the date of intended admission. (This does not include Universal Infant Free School Meals, the free meals provided to all children in the first three years of school).

### **6 “Home Address”**

Any offer of a place at Loughborough Church of England Primary School will be subject to satisfactory proof of home address and of any priority status claimed. A school place can be withdrawn if false or misleading information is given on the application or in any supporting documents.

For information about deferred entry, please see appendix A.



## **Appendix A – School statement regarding deferred entry to reception year**

The current practice at Loughborough Church of England Primary School (academy) is to offer a full-time education from the beginning of the academic year for all our new Foundation Stage (Reception) children.

Applications requesting deferred entry until later in the year will be considered on individual merit but will not be agreed beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the academic year for which the offer was made. Applicants may also request that their child attend part time until they reach statutory school age.

Requests for deferring admission beyond the normal age group would only be granted in exceptional circumstances and would need to be supported by evidence specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, but failure to provide it may impede our ability to agree to defer admission. To make such a request, parents/carers should contact the headteacher as early as possible during the application period for that child's date of birth. This will allow the school and governing body enough time to make a decision before the county council admissions closing date.

**Please note:** It is important that parents still apply through Leicestershire County Council for the normal point of entry at the same time, in case a request is declined. This application can be cancelled if the school agrees to an application for deferred entry into reception year the following year.