

Admissions Arrangements (Policy)
For Folville Junior School for Entry in
to School Year 2024-2025



1. Introduction

- 1.1 Folville Junior School is a 3 form entry, year 3 – Year 6 in Braunstone providing state funded education.
- 1.2 The purpose of this policy is to ensure that places at the school are allocated and offered in a transparent and fair manner.
- 1.3 The school admits 96 pupils per year group. This is known as the Published Admission Number (PAN).
- 1.4 The school admits pupils from year three from the start of the autumn term.
- 1.5 Folville Junior School admissions waiting lists and appeals are coordinated and administered by the Local Authority.

Making a Transfer from Infant School

- 1.6 The school participates with the Local Authority's Admissions Coordinated scheme. This means parents must apply to the Local Authority where they live using the Common Application Form before the January 15th closing date for submissions.
- 1.7 The easiest way to apply for a school place is to apply online. To apply online or speak to the admission service at your Local Authority, please use the contact details below:

www.leicester.gov.uk/admissions

School Admission Service - 0116 454 1009-
option 1 admissions.online@leicester.gov.uk
- 1.8 Parents are encouraged to list three choices of schools on the application form including the catchment school for that area. Contact your Local Authority to find out your catchment school(s). **January 15th closing date for submissions.**

- 1.9 Parents will be informed by their Local Authority of the place given to their child on the 16th April (national offer day) or the next working day.

Admissions of Children Outside Their Normal Age Group

- 1.10 Parents 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.

Priority Criteria

1.11 Where the school receives fewer preferences than there are available places all pupils will be offered a place. Where the school receives more applications than there are places available, the following priority criteria will be applied. Pupils with a Statement of Special Educational Needs or Education, Health and Care Plan will be allocated a place before other applications are considered. These allocations will reduce the number of places available.

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

Notes on Priority Criteria

1st	A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions as prescribed in Section 22(1) of the Childcare Act 1989 at the time of making the application. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to residence order 19 in special guardianship order). In such circumstances, a letter from the last Local Authority in which the child was in the care of will be required.
2nd	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.
3rd	The term "siblings" includes half brother or sister legally adopted child being regarded as the brother or sister.
4th	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: <ul style="list-style-type: none"> a. Children of Crown Servants b. Children subject to Child Protection Plans Parents suffering domestic violence. This is dependent on documentary evidence by a Lead Professional
5th	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
6th	Measurement of distance is in a straight line from the center point of the home property to the school's main designated front gate, using a computerised mapping system.

2. Tie Break

2.1 If any applicants live exactly the same distance from the school, they will be prioritised by the drawing of lots, supervised by an independent officer. This will be carried out by the presiding Local Authority. Where children of multiple birth (twins, triplets etc.)

re tied for the final place, we will admit such siblings even if this means exceeding the school's PAN.

2.2 If a tie-break is necessary to determine which child is admitted, the allocation of a place will be determined first by proximity to the school with those living nearest to the school being given priority. Measurement of distance is in a straight line from the center point of the home property to the school's main designated front gate, using a computerised mapping system administered by the Local Authority.

3. Waiting Lists

3.1 Parents whose child have been refused a place will automatically be added to the Over Subscribed List (OSL). The waiting list will operate until the end of the first term after the beginning of the school year. The OSL will be maintained by the home Local Admission Authority.

3.2 A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

4. Late Applications

4.1 Any applications received after the 15th January will be considered as a late application. These applications will be considered once all other applications that were received on time have been assessed against the oversubscription criteria by the Local Authority.

5. Mid-Term Applications

- 5.1 All mid-term applications are administered by the Local Authority of where the parent lives. It is recommended that parents arrange a visit to the catchment school(s)/other schools of interest. Parents should complete the Common Application Form from their Local Authority.

6. Appeals

- 6.1 All applicants refused a place at the school have a statutory right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.
- 6.2 Details of how to appeal, including timescales, can be found on the Local Authority website www.leicester.gov.uk/admissions
- 6.3 Any appeal will be heard by an independent appeal panel whose decisions can override the Admissions Policy. The panel will decide whether to uphold or dismiss the appeal.
- 6.4 Where the panel upholds the appeal the school is required to admit the child.

7. Fair Access Protocol

- 7.1 Folville Junior School participates in the Local Authority's Fair Access Protocol.