



L.E.A.D. Academy Trust

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L.E.A.D. ACADEMY TRUST ADMISSIONS POLICY

Policy/Procedure management log

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1. Aims

This policy aims to:

- Explain how to apply for a place at Uplands Junior L.E.A.D. Academy
- Set out the academy’s arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following statutory guidance from the Department for Education (DfE):

[School Admissions Code 2021](#)

[School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school’s normal point of entry, using the common application form provided by their home local authority.

Looked-after children are children who, at the time of making an application to a school, are:

In the care of a local authority, or

Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or

Became subject to a child arrangements order, or

Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

Social and medical need are children who have a serious medical condition, which can be supported by medical evidence, significant caring responsibilities, which can be supported by a social worker or where one or both parents or the child has a disability that may make travel to another school more difficult, which can be supported by medical evidence.

Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address.

4. How to apply

For applications in the normal admissions round you should use the application form provided by Leicester City Council. You can use this form to express your preference for schools/academies, in rank order.

You will receive an offer for a school place directly from your local authority.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

Parents' views

Information about the child's academic, social and emotional development

Where relevant, their medical history and the views of a medical professional

Whether they have previously been educated out of their normal age group

Whether they may naturally have fallen into a lower age group if it were not for being born prematurely

The headteacher's views

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 on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. 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.

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 academy but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The academy has an agreed admission number of 120 pupils for entry in each year.

6.2 Oversubscription criteria

Oversubscription occurs when the academy receives more applications than places. The Academy will apply the following criteria in these circumstances.

In the event of oversubscription within any of the criteria listed below, preference will be given to applicants who live closest to the academy, as measured in a straight line (by a computerised geographical information system) from a point on the academy site to a point at the pupil's home, i.e. as the crow flies, both identified by the Local Land and Property Gazetteer. Where two or more pupils are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of the Academy Trust).

Pupils who have an Education, Health and Care Plan (EHC), where the relevant academy is named in the child's statement or plan, will be admitted. This will reduce the number of places available for other pupils.

1.Places will first be allocated to 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 . The definition of previously looked after children includes 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. These children are referred to as 'internationally adopted previously looked after children' (IAPLAC). This also includes children who were previously looked after in Wales, Scotland and Northern Ireland. Government guidance is available here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1001066/Admissions_priority_for_children_adopted_from_state_care_outside_of_England.pdf

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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school. An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption

orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014. 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. Places will then be allocated to pupils who, at the closing date for applications, are resident within the relevant catchment area, whose parents have requested a place at the relevant academy and who, at the time of admission, will have a brother or sister attending the academy.

3. Places will then be allocated to other pupils who, at the closing date for applications, are resident within the catchment area and whose parents have requested a place at the academy.

4. Places will then be allocated to pupils who are resident outside the relevant catchment area, whose parents have requested a place at the academy and who, at the time of admission, will have a brother or sister attending the relevant academy.

5. Places will then be allocated to other pupils who are resident outside the catchment area of the relevant academy, whose parents have requested a place at the academy.

The above criteria (2-5) may be overridden and priority given to an applicant who can establish any of the following:

- pupils with special educational needs that can only be met at the named academy (e.g. where the academy has specialist provision)*;
- pupils with exceptional medical, mobility, or social grounds that can only be met at the named academy*.

*Applications in these categories must be supported by a statement in writing from a doctor, social worker or other relevant professional in order to demonstrate an 'exceptional social or medical' reason. This is necessary because you will be asking the academy to assess your child as having a stronger case than other children. Each case will be considered on its merits by the Academy.

Withdrawing an Offer

An offer of a place may be withdrawn in the following circumstances:

- it was made in error;
- it was made on the basis of a fraudulent or intentionally misleading application (e.g. a false claim to residence in the catchment area);
- a place offered at the relevant academy is not accepted within 14 days originally specified or after a repetition of the offer allowing a further 7 days for acceptance and specifying that the offer may be withdrawn if it is not accepted within that period.

The academy can withdraw their place from a child who has started if the place was fraudulently obtained. In deciding whether to do so, the academy will consider how long the child has attended the academy.

6.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the academy will use the distance between the academy and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the academy.

Distance will be measured in a straight line from the child's home address to the academy's front gates on Melbourne Road LE2 0DR. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal academy week.

Where the distance between 2 children's homes and the academy is the same, random allocation will be used to decide between them via an electronic randomiser. This process will be independently verified.

6.5 Challenging behaviour

We 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 3.8 applies.

Where an in-year application is received for a year group that is not the normal point of entry and our academy does not wish to admit the child because it has good reason to believe that the child may display challenging behaviour, admission may be refused. In this case, we will use the Fair Access Protocol to refer the child to the Fair Access team. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the academy.

6.6 Fair Access Protocol

We participate in Leicester City Council Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

7. In-year admissions

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 academy will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there is no space available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this

policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following link: [School admissions](#)

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

8. Appeals

If your child's application for a place at the academy is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following link:

[Appeal against a school place decision](#)

You can find details of the Leicester City Council appeals timetable on the following webpage:

[Appeal against a school place decision](#)

9. Monitoring arrangements

This policy will be reviewed and approved by the Uplands Junior L.E.A.D. Academy every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the academy's admission arrangements at least once every 7 years.

Brothers or Sisters – sibling connection

1. For admission purposes the Academy Trust considers the following as siblings:

- a brother or sister who share the same parents;
- a half-brother or half-sister, where two children share one common parent;
- a step brother or step sister, where two children are related by a parent's marriage;
- adopted or fostered children living in the same household under the terms of a Child Arrangements Order.

2. The Academy Trust does not consider these as siblings:

- cousins or other family relationships not included in 1 above;
- siblings who at 1 September 2026 will not be registered pupils at the relevant academy.

Where applications are received in respect of twins, triplets or children of other multiple births, the relevant academy will endeavour to offer places in the same school, admitting above the planned admission number where necessary. In these cases, 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.

Parent

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person; and any person who, although not a natural parent, has care of a child or a young person. Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

Catchment Area

Details of the relevant academy's defined catchment area can be found on the Leicester City Council website