

Lea Church of England Primary School

Admissions Policy 2027/2028

Introduction

1. This document sets out the admission arrangements of Lea Church of England Primary School. For the purposes of this policy, the Governing Body is the admission authority.

Process

1. Applications for admission to the school should be made to Herefordshire Council. The Reception admissions window opens in mid-September (the year before the child is due to start reception), and closes on the 15th January of the year they will actually start. Please follow this link [Primary school admissions – Herefordshire Council](#) to access the online application form and guidance.
2. The Local Authority will inform parents of the offer of a place on behalf of the Governing Body on the national offer date 16th April or the next working day.
3. The Lea Church of England Primary School has an admission number of 15 pupils for entry into Reception. The school will accordingly admit at least 15 each year if sufficient applications are received. All applicants will be admitted if 15 or fewer apply. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below.

Oversubscription Criteria

Looked After Children and Previously Looked After Children

1. The first oversubscription criterion must always be Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children. As this is a legal requirement, it automatically appears as the first of the school's oversubscription criteria.

A "Looked After Child" (LAC) 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.

A "Previously Looked After Child" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

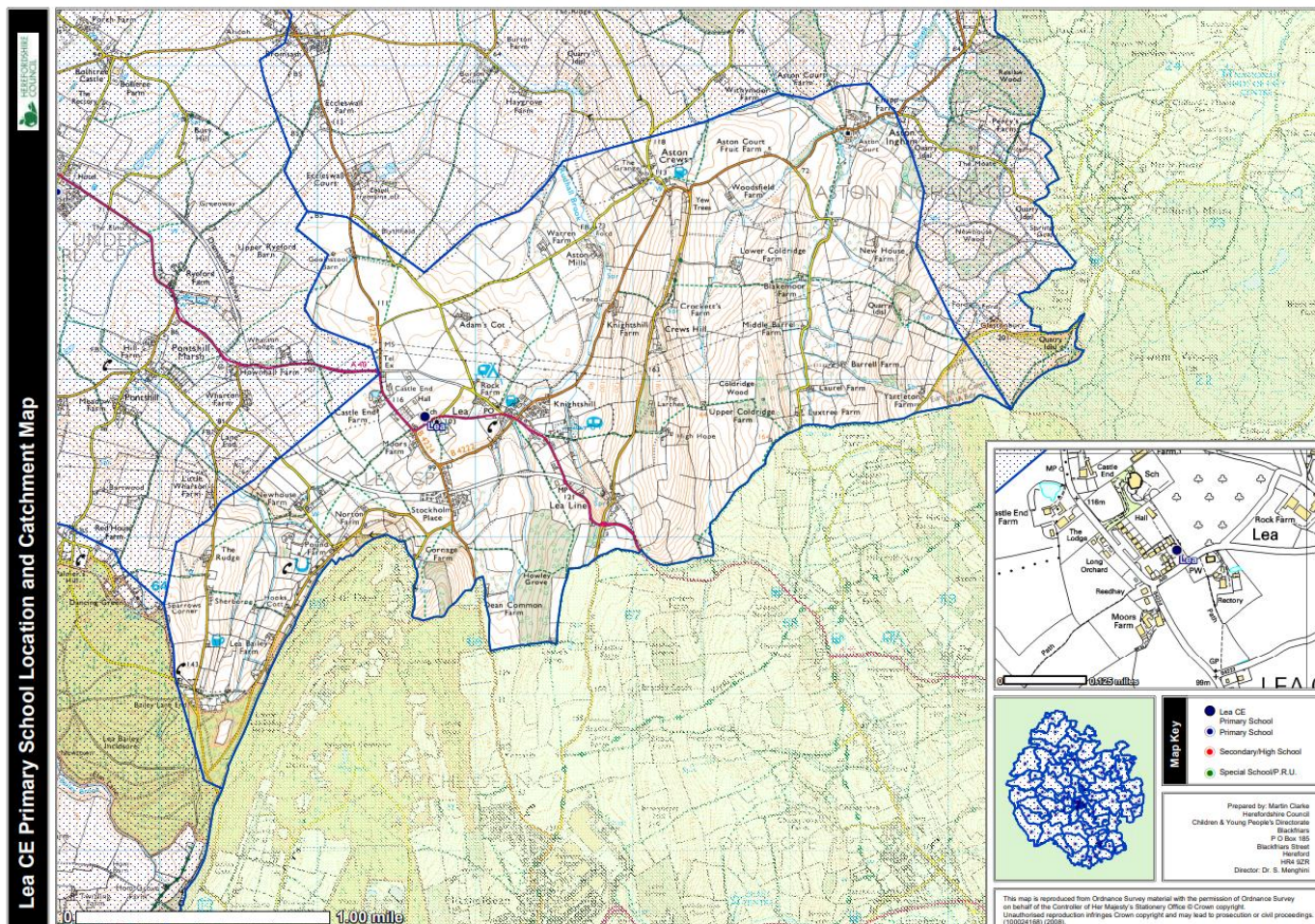
An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Siblings

2. Siblings of pupils attending the school at the time of application. ‘Sibling’ means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

Children living in the catchment area of the school

3. Children living within the catchment area of the school – see map below



Children living outside catchment area of the school - distance from school

4. Proximity to the school with those living closest to the school having priority calculated by:

The distance between each residential address, its nearest five primary schools and its nearest five secondary schools is calculated using the Local Authority's computerised digital map measuring system.

The child's home address will be determined by a Council Tax Bill..

Tie-breaker

1. Proximity to the school. This will be measured by the shortest walking distance by road or maintained footpath or other public rights of way from the pupil's home, to the main entrance point of the school using the Local Authority's computerised digital map measuring system.

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

Late applications

1. Applications received after the closing date and before the [Admissions Authority] admission meeting will be placed last in the criteria in which they fall unless the [Admissions Authority] is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time. Supporting evidence, including that provided by the required Supplementary Information Form, must also be supplied by the closing date for applications, unless it is satisfied that there are exceptional circumstances which reasonably prevented it being submitted on time. In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.

In-Year admissions

1. From time to time a place becomes available further up the school. The allocation of places is in accordance with the admissions criteria. Preference will be given to children moving into the area from outside the Local Authority area who do not have a school place. Evidence will need to be provided that the child has recently moved in.

Admission of children outside their normal age group

1. Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

Please follow this link [Primary school admissions – Herefordshire Council](#) to access additional guidance.

The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- 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; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

Waiting Lists

1. The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the admission authority and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Children'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 it.

Appeals Procedure

1. All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact Clerk to Governors at Lea Church of England Primary School at Lea, Ross-on-Wye, Herefordshire, HR9 7JY within 20 days of the date of the letter refusing your child a place at the school for information on how to appeal. Information on the timetable for the appeals process is on our website at <https://www.leacofepriaryschool.co.uk/>.

School age

1. A full-time school place in the Reception class is available for children from the September following their 4th birthday, etc.

Deferred entry for infants

1. A child is entitled to a full time place in the September following their 4th birthday. Parents have the right to defer their child's entry until later in the school year, or to attend part-time until they reach compulsory school age. Places cannot be deferred to the next academic year.

Address definition

1. The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: the child's home address will be determined by a Council Tax Bill. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared

responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child.

Enquiries

1. Should be to Clerk to Governors at Lea Church of England Primary School, Lea, Ross-on-Wye, Herefordshire, HR9 7JY.

Approved, following consultation process, by governors on 1/12/2025