



Gilmorton Chandler Church of England Primary School

Growing Well, Flourishing Together

The kingdom of God is like a mustard seed. The mustard seed is the smallest seed you plant in the ground. But when you plant this seed, it grows and becomes the largest of all plants. It produces large branches. Even the wild birds can make nests in it and be protected from the sun. **Mark 4: 30-32**

Perseverance - Compassion - Joy - Respect - Thankfulness - Courage

Admissions Policy 2025-2026

*Full review & consultation was undertaken in 2021 for the policy 2023/24
Consultation is required every 7 years or earlier if any changes are required.
Next review date will be October 2028 for policy 2030/31*

Gilmorton Chandler is a Church of England Primary school within Inspiring Primaries Academy Trust. This means that the Trust is the admissions authority. It delegates admission decisions to each Local Governing Body.

In formulating this admissions policy, the school has consulted with parents, Leicester Diocesan Board of Education, Leicestershire County Council and local academies.

Please follow the links to view the [School Admissions Code \(Updated 2021\)](#) and the [School Admissions Appeals Code \(2012\)](#). Gilmorton Chandler Church of England Primary School complies with the Leicestershire [Fair Access Protocols](#).

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level. The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. Parents and carers have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

Gilmorton Chandler C of E Primary School's catchment area is the parishes of: Gilmorton, Ashby Magna, Bruntingthorpe, Kimcote cum Walton and Upper Bruntingthorpe, Peatling Parva and Willoughby Waterleys. Please see the attached map.

Our planned admission limit is thirty pupils per year in order to enable compliance with the regulations relating to infant class sizes. Our designated catchment area does not prevent parents who live outside this area from expressing a preference for our school. Entitlement to a place in the school is dependent on the parents applying at the appropriate time and on compliance with infant class size regulations. If a child moves into the school's catchment once allocation decisions have been made, they will not necessarily be offered a place in the school if the relevant class already contains thirty children.

Applications for places for first time admission to the reception class need to be registered online by completing the Local Authority common application form (available from www.leics.gov.uk/admissions). The closing date for Local Authority applications and the notification of the decision by the Local Authority ADD are in accordance with the Co-ordinated Admissions Scheme. Late applications will not be offered a place within the school if the infant class has thirty pupils, regardless of distance to the next nearest available school. Any application received after the closing date will be treated as a mid-term application.

Mid term-applications

Mid term-applications should be made directly to the school by completing the governor application form available on the school website and returning to the school office.

Deferring first-time admissions:

When a child's parents / carers are notified of the allocation of a primary school place, they can request deferment of the child's admission. The school will agree to deferment to later in the school year or until the child reaches compulsory school age in that year. Parents / carers can also request that their child attends part-time until the child reaches compulsory school age. The

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parent / carer would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. The place at the school will be held open for the child and not made available to another child. For summer born children if the place is not taken up by the summer half-term then a fresh application must be submitted usually for entry into Year 1, as the admissions application is only valid for the academic year in which you applied. The school may withdraw the offer of the place if it is not taken up after deferment and offer the place to another child according to the school priority criteria. Such withdrawals of offers will only be made when the planned admission number for the school has been reached and there are additional children seeking places.

Exceptionally, parents / carers of summer born children (that is those children born from 1st April to 31st August) can request delayed admission. They may request that they are admitted out of their normal age group - to Reception rather than Year 1 following their 5th birthday. If a parent / carer requests admission to Reception not Year 1 all relevant factors will be considered in assessing the request; parents / carers would be expected to provide evidence to show that admission to Reception was in the child's best interests and will be taken into consideration. Parents / carers seeking to delay their child's admission into school should contact the school in the autumn term in the year prior to the normal entry in the following September in order for the school to make the decision. Decisions will be made on the basis of the circumstances of each case. This will take into account parents' views, information about the child's academic, social and emotional development. The views of the head teacher of the school concerned will be taken into account. Parents' statutory right to appeal against or refusal of a place at a school for which they have applied does not apply if they are offered a place at the school but it is not their preferred age group.

Early transfers or admission of children staying on outside the normal age-range:

These are exceptional and must be approved by the school. The parent / carer must request the exceptional arrangement in writing to the school which will then consider the request and the suitability of the arrangement. Expected numbers in the year group and the planned admission number will be taken into account. Children transferring younger than the normal age for transfer are subject to the same priority criteria as children in the normal transfer age-group, as long as the school agrees that early transfer is appropriate and the child has been taught in classes with the academic year group which is one year older for at least three years.

First time admissions

Pupils are admitted to the school as follows:

Children are admitted in the September of the academic year in which they will be five.

If there are more applications than places available, priority will be given to children in the appropriate age-range, whose parents applied on time, in the following order:

1. Children in care, previously looked after children who have since been adopted or made subject to a special guardianship order or child arrangements order, children who were in state care (State care is further defined as being in the care of public authorities, religious authorities or any other provider of care whose sole or many purpose is to benefit society) outside of England who have been adopted.

2. Pupils with exceptional social or domestic needs. (Professional documentation accompanying

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the application will be required). Examples of exceptional needs include:

- *A child whose parent's occupation has an enforcement role which may bring the parent into conflict with parents of children attending their local school and therefore needs to attend the alternative school.*
- *A child who has suffered severe bullying which is recognised by the present or most recent school as an ongoing problem and which is having a significant impact on the child's health.*
- *A child who has been abused and placed on the child protection register and who needs to attend an alternative school to avoid the abuser.*

This list is not exhaustive, and each case will be considered on its individual merits.

3. Pupils who live in the named parishes (The child's place of residence is taken to be the parental home.)

and have a serious medical condition which would make the preferred school particularly suitable.

4. Pupils who live in the named parishes. (The child's place of residence is taken to be the parental home.) and have an older sibling attending the school at the time of allocation. (Older siblings include brothers or sisters, half brothers or sisters, step brothers or sisters, adopted children, fostered children, children of partners living together or any other child who permanently resides at the parental home and for

whom the parent has parental responsibility). To have a sibling at the school at the time of allocation means that both siblings will be on school roll concurrently.

5. Pupils who live in the named parishes (The child's place of residence is taken to be the parental home.)

6. Pupils who will have an older sibling attending the school at the time of admission. (Older siblings include brothers or sisters, half brothers or sisters, step brothers or sisters, adopted children, fostered children, children of partners living together or any other child who permanently resides at the parental home and for whom the parent has parental responsibility). This means the applicant must have a sibling at the school at the time of admission i.e. both siblings will be on school roll concurrently.

7. Any other children

If there are more applications than places available, places will be allocated within that particular criterion (as listed above) by a method of random selection (drawing lots) that will be observed by an independent witness. If multiple births (i.e. twins, triplets) or siblings within the same year group are part of the random selection process and one child is selected, the other(s) will be allocated a place as accepted sibling(s) even if this means exceeding the PAN.

The Local Governing Body (admissions authority) must not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time (i.e. 21 days) or it is established that the offer was obtained through fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the admissions authority **must** give the parent a further opportunity to respond and explain that the offer may be withdrawn if

they do not. Where an offer is withdrawn on the basis of misleading information, the application **must** be considered afresh, and a right of appeal offered if an offer is refused.

The place must not be withdrawn once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child has been at the school must be taken into account. For example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term.

If the Local Governing Body is unable to offer a place the parents/carers have the right to appeal. Appeals should be sent to: Diocesan Director of Education, St. Martins House, 7 Peacock Lane, Leicester, LE1 5PZ and are available from <http://www.leicester-dbe.com/admissions-appeals/>

For first-time admissions, appeals must be made by 30th April in writing on the relevant form, and appeals will be heard during the summer term, within 40 school days of this date.

Appeals for in-year admissions, will be heard within 30 school days of the appeal being lodged. In all cases, appellants will receive at least 10 days' written notice of the appeal hearing. Applicants may submit additional evidence in writing by 12 noon the day before the hearing.

Decision letters are sent to the school and appellant within 5 days of the hearing.

Waiting lists:

A waiting list will be maintained by the school if the school is oversubscribed for children due to start in the admissions year stated on the front of this policy.

The position on the list will be determined by applying the published oversubscription criteria and not by date of receipt.

Names will only be removed from the list if a written request from parents is received, or if the offer of a place that becomes available is declined.

The waiting list will shut down on 31 December in the policy year.

Mid-term admission waiting lists will be for the academic year of application only and it will be necessary to reapply the following or subsequent years if applicants wish to remain on the list.

In all cases, each name added to a waiting list will require the list to be re-ranked if a place becomes available.

The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.