



Admissions Policy and Procedures 2025-26

Modelled on LA Policy

Reference this policy is aligned to with LCC	LCC March 2018
Agreed with Support Staff Trade Unions	n/a
Adopted by the Governing Body	February 2022
Next Review Due	Feb 2025
Agreed with Teacher Trade Unions and Professional Associations	n/a

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The Governors of Welland Park Academy have agreed this Admissions Policy for admissions September 2025. The Admission Number (PAN) for Welland Park Academy is 210 for September 2025.

Amendment: Change in Admissions Management from September 2025

Note on Administration of Admissions

As the admissions authority for Welland Park Academy, the Governing Body has agreed that from **September 2025**, the administration of admissions applications will be managed directly by the Academy under a service-level agreement. There are no changes to the published admissions criteria, process, or priorities as outlined in this policy, which continues to comply fully with the School Admissions Code 2021.

Legal Position & Other Requirements: Summary

1.1 Welland Park Academy is its own admitting authority. The processing of school admission applications is delegated to the Local Authority. Any changes to this policy or to our arrangement must follow a prescribed process as detailed in the National School Admissions Code September 2021

1.2 Welland Park Academy has an Admission Number (PAN) of 210 for Year 7.

1.3 Parents whose preferences are refused have a right to appeal to an Independent Appeal Panel whose decision is binding, except for children with Education, Health & Care Plans whose parents can appeal to the Special Educational Needs Tribunal.

Welland Park Academy Admissions

2.1 Through the co-ordinated scheme, the Local Authority confirms the allocation of school places on behalf of Welland Park Academy to pupils, whether the child lives in the catchment area or otherwise. For any admission or transfer the parent must complete the Local Authority's online Common Application Form. The School Admissions Service will need to check for factors such as exclusions or Education, Health & Care Plan, and will endeavour to process applications promptly.

2.2 Places will be allocated up to the PAN. The school **will not exceed** the PAN or overfill with in catchment movement.

In-Year (mid-term) Transfers (all year groups)

3.1 Welland Park Academy participates in full with the Local Authority's co – ordinated mid – term (in year) arrangements. These are co – ordinated through the LA between 1st September and 31st August of the school year.

3.2 Before applying, parents are encouraged to arrange to visit the school they wish to apply for after which the parent should complete the Local Authority's online Common Application Form (paper forms are available on request).

3.3 The Council will aim to notify the parents of the outcome of their application in writing within 10 school days and must notify in writing within 15 school days. Delays may occur where further evidence or proof is required i.e. proof of house purchase, tenancy agreement, fair access information for complex or out of authority applications etc.

3.4 Where the mid-term application is made through the Local Authority the decision letter will either offer the place or refuse the place because the admission of another child would prejudice the efficient provision of education or efficient use of resources. A refusal letter will also explain to the parent their right to appeal, and how they should do this.

Parental Preferences & Criteria used for Prioritising Admissions to Schools

4.1 Application forms for school places allow parents to express up to three preferences for school places. Parents should rank their preferences, so that if more than one preference can be agreed the one which the parent wants most is offered. However all preferences have equal value, e.g. one parent's first preference and another parent's second or third preference are to be considered equally against the admissions criteria. Requests to Welland Park Academy are prioritised according to the admissions criteria below. Late applications are only considered after all other applications which were received on time, unless there is a significant reason for lateness.

Priority Criteria for Entry Autumn 2025 Admissions & Mid-term Applications during 2025-26

5.1 Students with an EHCP:

Section 324 of the Education Act 1996 requires that the governing board must admit to the school a child with an Education Health and Care Plan, EHCP, that names the school.

If the school is oversubscribed, priority will be given to children whose parents applied on time, in the following order. Where it is necessary to decide between children a combination of the criteria will be used (e.g. children living in the catchment with a sibling would be admitted before children living in the catchment with no sibling etc.)

1st	Children who are looked after and those children who were previously looked after. <i>(See 5.2)</i>
2nd	Pupils who live in the catchment area. <i>(See 5.3-5.5)</i>
3rd	Pupils who will have a sibling attending Welland Park living at the same address at the time of application and who will fulfil the criteria at the time of admission. The term sibling relates to: <ul style="list-style-type: none">• brothers and/or sisters who share the same parent(s)• a half-brother, half-sister or legally adopted child living at the same address• a child looked after by a local authority placed in a foster family with other school age children• a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.
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.) <i>(See 5.6-5.7)</i>
5th	Pupils are attending a feeder school at the time of application. <i>(See 5.8)</i>
6th	Pupils living nearest to the school measured in a straight line distance (home to school front gate). <i>(See 5.9)</i>

5.2 The School Admissions Code 2021 states that all admission authorities must give highest priority to this group of children and provides the following definitions:

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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

'Previously looked after children' are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Further references to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those 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.

- A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- Children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. 24
- Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. 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).

5.3 The child's place of residence is the primary address of the parents. Where a child lives for part of the week with one parent and for part of the week with the other parent, the primary address is the one where the child lives for the majority of the school week and that parent is the first named contact for the school. If a residence arrangement is found to be false or misleading, the child's place at the allocated school may be withdrawn even if the child has started attending.

5.4 The following circumstances are not deemed to constitute a primary address

5.4.1 purchase of a second property by a family, while the first property is retained;

5.4.2 rented accommodation, while a previous property is retained;

5.4.3 offers or exchange of contracts on intended purchases or sales of properties;

5.4.4 informal accommodation arrangements with friends or relatives.

5.5 When, after reasonable enquiry, a school is unclear about a parental address, the matter must be referred to the School Admissions Service to acquire proof of home address before a place can be offered.

5.6 If criterion 4 is used, when making an application parents should send evidence from an independent professional person who knows about the child and supports the application to the school. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered. An independent professional person, for example a health professional, social worker, teacher/early years professional or support worker or such other appropriate person. The evidence must be supplied and must be submitted with the application for a school place.

The following list are the areas that are considered exceptional:-

- (a) Children with a serious medical condition - showing that the needs of the child can only be met at the specific school and why other schools would not be able to meet this need, or a child has an exceptional illness or disability (for example, limited mobility) which means that, the child can only reasonably attend one school.
- (b) Children subject to Child Protection Plans and Child in Need Plans and the child can only reasonably attend one school.
- (c) Parents suffering domestic violence (This is dependent on documentary evidence by a lead professional for example a health professional, social worker, teacher/early years professional or support worker or such other appropriate person)

The Academy will make the decision during the processing period in consideration with relevant professional documentation.

5.7 Documentary evidence must be provided in support of a serious medical condition or an exceptional social or domestic need. Any documentary evidence must be produced by a professional and is subject to challenge if the school requires.

5.8 Welland Park Academy's feeder schools are:

5.8.1 Little Bowden, Farndon Fields, St Joseph's, Lubenham, Great Bowden, Ridgeway, Meadowdale, Foxton, Church Langton, Market Harborough Church of England and Billesdon.

5.9 Measurement of distance is calculated in a straight line from the centre point of the property to the school's main designated front gate, using a computerised mapping system. Where there is equal distance separating two students, lots will be drawn supervised by an independent officer.

Education out of Year group

6.1 Whilst there is no statutory barrier to children being admitted to school outside of their chronological year group, there is no duty to agree such a request. In each case it is for Welland Park Academy Trust to make the decision based on the circumstances of the case and the best interests of the child. Parents should discuss the matter with the school prior to making such a request. Parents must provide supporting evidence alongside their application, which clearly highlights why the admission would be in the best interests of the child. It will be for Governors to determine whether (subject to available places) to accept the child out of year group or offer a place in the chronological year group. Parents have the right of appeal against a refusal, save where a place is offered in the chronological age group.

Appeals

6.2 Parents whose requests are refused have a right to appeal to an Independent Appeal Panel whose decisions can reverse the initial school decision. Details on how to appeal are available on the Leicestershire County Council website. In the case of parents whose children have an Education, Health & Care Plan, the appeal is to the Special Educational Needs Tribunal.

Transfers

7.1 If applying from outside the local authority you must apply via the local authority in which you live. If your move to Leicestershire is imminent, or the home authority do not operate a co-ordinated mid-term transfer process, then you should apply through Leicestershire's online system.

Waiting List

8.1 Welland Park Academy in conjunction with the local authority will maintain a waiting list. The list is maintained from completion of the decision-making process for secondary transfer cycles to the 31st December of that year. Welland Park Academy do not hold waiting lists for mid-term transfers.

8.2 Where applications are equal under the criteria in part 5, lots will be drawn supervised by an independent officer.

Acceptance or Refusal of Offers; Withdrawal of Places or of Offers of Places

9.1 In the normal admissions round it will be assumed by the School Admissions Service that the offer is accepted unless it is refused. Once the academic year begins the school place must be taken up within 20 school days. For mid-term applications the offer must be taken up within 20 school days from the offer date.

The School Admissions Service will afford the parent 10 school days plus an additional 5 working days for a reminder to accept the offered place. If no acceptance is received the offered place will be withdrawn.

The school reserves the right to withdraw a school place, or an offer of a place where the place has been obtained by false or misleading information, for example an incorrect address or date of birth.

Offers of a school place may be withdrawn if it is based on a parent's address that changes before the child is admitted.

Welland Park Academy may refuse admission to applicants who have been permanently excluded from two or more other schools, where the date of the last exclusion was less than two years before the application is made. Welland Park Academy Trust will co- ordinate its arrangements in accordance with the Leicestershire Fair Access Protocol.

For children of UK service personnel with a confirmed posting to the area or crown servants returning from overseas to live in the area, the Council will use the address at which the child will live when applying the oversubscription criteria, as long as the parent provides some evidence of their intended address. A unit or quartering address will be used as the child's home address where a parent requests this and evidence, such an official letter declaring the relocation, is received.

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the admission authority will:

- a) allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. This must be an official government letter issued by a government department e.g. FCDO, UKVi, DIT. We will not refuse to process an application or refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.
- b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. For example, we will use a Unit or quartering address as the child's home address where a parent requests this.