ASPIRE LEARNING PARTNERSHIP

EXCELLENCE THROUGH COLLABORATION

# ADMISSIONS ARRANGEMENTS

DATE CREATED: November 2023

APPROVED BY: Trust Board

LAST REVIEWED ON: March 2026

NEXT REVIEW DUE BY: March 2027

## REVISION HISTORY

| DATE OF REVIEW: | CHANGES MADE: |
|---|---|
| December 2024 | In year admissions link added |
| March 2026 | Details on PAN for all schools added rather than separate policies for each school. Oversubscription criteria for primary schools added. |
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C/O SOAR VALLEY COLLEGE, GLENEAGLES AVENUE, LEICESTER, LE4 7GY

T: 0116 2669625 E: ENQUIRIES@ASPIRELP.UK

WWW.ASPIRELP.UK

## Introduction

Aspire Learning Partnership consists of three schools:

- Soar Valley College, an 11-16 mixed secondary school, with a planned admission number of 312 for entry to each year group.
- Taylor Road Primary School, a 4-11 mixed primary school, with a planned admission number of 90 per year group.
- The City of Leicester College, an 11-19 mixed secondary school, with a planned admission number of 240 for each year group.

To find out more about each school please see the prospectus and other information available on the relevant website.

Aspire Learning Partnership is the admissions authority for the school and, as such, is responsible for setting the criteria for admissions and their interpretation; however, at all times it will act in accordance with the School Admissions Code published by the Department for Education. The Trust has decided that the School will remain part of the Leicester City Council admissions process and, therefore, the local authority administers all admissions to the School.

## How to apply

All parents wishing to apply for a place at the School should do so via the Leicester City Council admissions process, the link for which is on the school website (under Parents/Admissions). Parents are able to express a preference for the school for their child. Applications are via the Leicester City Council website and must be submitted to the Council by the specified date. This is usually the end of October for secondary schools.

Offers for a school place are sent to parents directly from the local authority.

## Allocation of places

### Oversubscription criteria

Where the number of applications for places exceeds the number of places available, as specified by the Planned Admission Number, the following criteria, in priority order, will be applied to determine those children who will be offered a place.

Places will be allocated to pupils who have an Education, Health and Care (EHC) Plan which names the school before any other allocations are made.

These allocations will reduce the number of places available.

**For secondary schools:**

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| Criterion 1 | Children in the care of a local authority within England or who were previously in the care of a local authority within and outside of England (see note 1). |
| Criterion 2 | Children who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested (see note 2). |
| Criterion 3 | Children whose home address is in the catchment area of the secondary school with a sibling at the school, who will still be on roll in years 8 – 11 when the applicant starts school. |
| Criterion 4 | Children whose home address is outside the catchment area of the secondary school with a sibling at the school, who will still be on roll in years 8 – 11 when the applicant starts school (see note 3). |
| Criterion 5 | Children whose home address is in the catchment area of the secondary school (see note 4). |
| Criterion 6 | Children who are sons / daughters of staff working at the school for at least 2 years at the time of application (see note 5). |
| Criterion 7 | Children whose home address is outside the catchment area of the school and who have requested a place. |

**For primary schools:**

| | |
|---|---|
| Criterion 1 | Children in the care of a local authority within England or who were previously in the care of a local authority within or outside of England. |
| Criterion 2 | Children who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. |
| Criterion 3 | Children whose home address is in the catchment area of the infant or primary school with a sibling at the school, who will still be on roll when the applicant starts school. |
| Criterion 4 | Children whose home address is outside the catchment area of the infant or primary school with a sibling at the school, who will still be on roll when the applicant starts school. |
| Criterion 5 | Children whose home address is in the catchment area of the infant or primary school. |
| Criterion 6 | Children who are sons/daughters of staff working at the school for at least 2 years at the time of application. |
| Criterion 7 | Children whose home address is outside the catchment area of the infant or primary school and who have requested a place. |

Within each criterion priority will be given to children living closest to the school, as measured on a straight-line basis using a geographical information system measuring from the Geo-code reference point from the child's home address to the Geo-code reference point for the school.

**Guidance notes**

Note 1: A "looked after" child is a child who is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England, in the exercise of their social

services function at the time of making an application to the school. A “previously looked after” child is a child who was looked after, either in England or outside* of England, but ceased to be because they were adopted or became subject to a residence order or special guardianship order. 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.

Note 2: All schools in Leicester have experience in dealing with children with diverse social and medical needs. However, there may be exceptional cases where there are compelling reasons why it is essential they attend the school requested. A separate application to be considered under this category will need to be made. Please refer to the full guidance shown in the Leicester City coordinated scheme.

Note 3: Sibling means a brother or sister, half brother or sister, adopted brother or sister or child of the parent/carer’s partner. In every case, the child must be living in the same family unit at the same address. Siblings must be attending in years 8 to 11 at the point of entry.

In the case of twins, triplet or other children of multiple births, if the final place is offered to one child, and the remaining sibling(s) would ordinarily be refused, places will be offered to the remaining sibling(s).

Catchment area is a geographical area, from which children may be afforded priority for admission to a particular school. Information about the catchment area for each school can be found on the Schools' Directory.

Note 4: Home address” means the child’s permanent home address at the time of application. In the case of split households, it is the address of the person who receives the Child Benefit. ‘At the time of application’ means the closing date for applications. Informal accommodation arrangements with family and friends are not accepted unless there are very special circumstances and supporting proof is required. An address used for child care arrangements cannot be used as the home address for the purpose of applying for a school place.

Catchment area is a geographical area, from which children may be afforded priority for admission to a particular school. Information about the catchment area for each school can be found on the Schools' Directory.

Note 5: Admission authorities may give priority in their oversubscription criteria to children of staff in the following circumstances:

- Where the member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made; and/or
- The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

## Tiebreaker

Within each criterion priority will be given to children living closest to the school, as measured on a straight-line basis using a geographical information system measuring from the geo-code reference point from the child’s home address to the Geo-code reference point for the school.

If two applicants within a category live exactly the same distance from the school and only one place remains, the place will be offered to one applicant on the basis of lots drawn by an officer of the local authority not involved in the administration of school admissions.

## Late applications

In the event of the School being oversubscribed, applications received after the closing date will be dealt with after those received on time.

## Waiting list

For parents whose children have not been successful in gaining a place, Leicester City Council holds a waiting list. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria outlined aove. Priority will not be given to children based on the date their application was received, or when their name was added to the list.

Being placed on the waiting list does not remove the applicant's right of appeal.

### 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, 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

Any such requests 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 school, but it is not in their preferred age group.

## In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. All applications should be made directly to Leicester City Council using their online application form and will be administered in accordance with eh oversubscription criteria set out in this policy. If a place is available in the appropriate year group, then it will be offered. If no places are available the

application will be refused, right of appeal offered and the child's name added to the waiting list. The position on the waiting list will be determined by the oversubscription criteria.

In-year admissions

## Fair Access Protocol

We participate in the Local Authority's 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 and before anyone is considered from the waiting list. This may mean admitting children above the School's planned admission number. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to the school for their child.

## Withdrawing an offer of a place

An offer will not be withdrawn unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

## Appeals

If your child's application for a place at the school is unsuccessful, you will be given information about the right to appeal. Appeals are made directly to the City Council, who will arrange for this to be heard by an independent panel.

## Monitoring arrangements

This policy will be reviewed and approved by the trust board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the published admission number), the board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years. Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangement are to apply.