



# Llangrove CE Academy



*'Great oaks from little acorns grow'*

## Admissions Policy 2025-26

Reviewed June 2024  
Next Review Due: February 2025



# Llangrove CE Academy

## Admissions Policy 2025-26

### **Introduction**

Llangrove CE Academy caters for pupils between the ages of 4 and 11.

This Policy is statutory for foundation and voluntary aided schools such as Llangrove Church of England (CE) Academy. In foundation and voluntary aided schools, the governing body is responsible for the admission of all pupils.

In exercising this responsibility, the governing body has a duty to implement decisions of the Local Authority concerning individual applications and to act in accordance with the LA's admission guidelines and arrangements.

Subject to the provisions of this policy, Llangrove CE Academy provides equal opportunities to all children, including those with Special Educational Needs, disabilities, from ethnic minorities, and those living in another LA area.

### **Aims & Objectives**

The aim of the Admissions Policy at Llangrove CE Academy is to be clear, objective and fair and to comply with the requirements and recommendations of the School Admissions Code published by the DfE in May 2021. It should be easily understood and robust enough to ensure that every child has an equal opportunity to achieve their full potential.

### **Pupil Admission**

The school admission limit is **15** per year group, with the requirement for Foundation Stage and Key Stage 1 classes to have no more than 30 pupils.

Children are admitted in the Autumn Term of the school year in which they will become five years old. Parents/carers are requested to register their children in advance. Registration does not automatically mean that a place is secured for the child, but it is a useful means of estimating the number of likely admissions each year.



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#### Over Subscription Criteria

Should the number of applications for admission exceed the admission number the Directors/Governors will apply the following criteria (in the rank shown) to decide the order in which places will be allocated. This will also apply to any waiting lists. The Local Authority will keep a waiting list on behalf of the academy for the normal-round of admissions, up until the end of the Autumn term.

Children with a Statement of Special Education Needs or an Educational, Health & Care Plan which names a particular school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority.

Priority 1 - Looked after children and previously looked after children who have since been adopted, or became subject to a residence order or special guardianship order. Including those children who have been in state care outside of England or cease to be in state care as a result of being adopted.

Priority 2 - Children living within the **defined catchment area\*** of the school;

Priority 3 - Sibling connection - Children who have an **older sibling\*\*** at the preferred school not only at the time of application but also when the child is due to start;

Priority 4 - Exceptional circumstances - Children with exceptional **medical, social or compassionate** grounds for admission and whose parents can show that entry to a particular school only is necessary for the wellbeing of their child. Parents are required to produce a medical certificate or other appropriate information preferably from an independent source.

Priority 5 - Distance\*\*\* - Children who live **nearest** to the school by the shortest available walking route.

#### General Notes

Where applications exceed the number of places, the priorities will be applied in the sequence indicated above, i.e. after children who either currently are or were in the 'looked after' system it will be catchment area children second, siblings third, exceptional circumstances fourth, then according to distance, each assessed as indicated above.



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If the admission of the top three categories can be satisfied, but there are insufficient places for all out of area siblings, priorities will be decided first by reference to exceptional circumstances, then according to distance.

Following the allocation of the top two categories there may be an occasion when it is not possible to offer places for all children living in the catchment area. In this situation the places will be allocated in the sequence of the criteria listed above, i.e. first to children with siblings who would still be at the school in September 2022, next to pupils with exceptional circumstances, and finally according to distance from the school.

\*Living within the defined catchment area is defined as “a child residing with his/her Parent(s)/or carer(s) at his/her normal and genuine place of residence for the majority of the time”.

\*\* A sibling connection refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or a child of the parents/carer’s partner, and in every case the child must be living in the same family unit at the same address.

\*\*\*Distance is measured by the shortest available walking route using a road and/or made up footpath from the front door of the child’s address (including flats) to the main entrance of the school, using the Local Authority’s computerized digital map measuring system, with those living closer to the school receiving the higher priority.

The Directors/Governors will normally offer a place if parents apply for a place at the academy during the normal admission round. However, a place cannot be guaranteed. If a pupil moves into the catchment area outside the normal admissions round (or after the allocation procedure has begun) it may be more difficult to offer a place if this would mean exceeding the admission number at the academy. In this case the Local Authority will normally offer a place at the next nearest maintained school which caters for children of the same age and has places available.

Children who have a Statement of Special Educational Needs are required to be admitted to the school which is named on the statement, even if the school is full. Children identified for admission through the Fair Access Protocol will also be admitted even if the school is full.

Admissions above the published admission number may also occur where the academy is admitting a twin or children from multiple births provided the admission would not cause a breach of Infant class size limits.



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#### **In Year Admissions**

Requests for admissions to the academy into other year groups should be made on the In-Year application form and in accordance with the Local Authority's coordinated scheme for In-Year admissions. The form is available from the Academy or Local Authority and can also be downloaded from the Local Authority website. The outcome of in-year applications will be notified in writing within 10 school days.

#### **Admissions Appeals**

Any parent (except, temporarily, the parent of a child who has been permanently excluded from two schools), who is refused an academy place for which they have applied, has the right to appeal to an independent appeal panel. The panel is independent of the Academy Trust and the Local Authority Admissions Team. Further details regarding the law on admissions and appeals can be obtained from the Local Authority Admissions Team. Should the appeal panel find in favour of the parent, the decision is binding on the Academy. The panel will consist of people who have experience in education and are acquainted with the area.

#### **Waiting List**

In the event of more applications than available places a waiting list will be maintained. These and late applications will go onto this list in a position determined by the criteria. If a place becomes available in the academy it will be offered in accordance with the waiting list priority. Parents are requested to inform the Academy Trust if they wish their child's name to remain on the waiting list. The waiting list will be maintained for one term in the academic year of admission. Those wishing to stay on the waiting list will need to reapply in December of that first term.

*<sup>1</sup>The Fair Access Protocol encourages the local authority and schools to work together in partnership to improve behaviour, tackle persistent absence and help support behaviour and attendance partnerships. This protocol has been updated to take account of new Regulations and incorporates guiding principles against which to place children who may have difficulty securing a school place outside the normal admissions round.*

**This Policy was presented and approved by Llangrove CE Academy Board of Directors dated .....**

Signed:  
Chair of Directors

Date